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ity and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DHR No. 01-01

DOCUMENTS DEPT.

JAN 29 2001

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Date: January 26, 2001

To: Department Heads
Commission Secretaries
Departmental Personnel Officers
Departmental Personnel & Payroll Staff

From: Andrea R. Gourdine
Human Resource Director

Subject: Revised Certificate of Appointment of Officer/Department Head

In the interest of streamlining procedures, the Department of Human Resources (DHR) has, jointly with the Mayor's Appointment Office, revised the *Certificate of Appointment of Officer/Department Head* form, DHR # 7-14.

This certificate is utilized to officially appoint commissioners, board members and the heads of the City departments. The information on the completed certificate will also be used to determine the appropriate entitlements and benefits for the appointee.

More specific instructions on how and by whom the certificate is completed are printed on the back of each certificate. When completed, the form should be submitted, for processing, to the Deputy Director for Administrative Services at the Department of Human Resources, 44 Gough Street, San Francisco, CA 94103. Copies of blank certificates may be obtained from the Department of Human Resources-Support Services, 44 Gough Street, San Francisco, CA 94103, or you may photocopy the attached certificate.

Further information or questions may be directed to the Internal Service analyst assigned to your department or Vernon Nulph, Internal Services Supervisor, at (415) 557-4849, or Patricia Pon, Referral Unit Supervisor, at (415) 557-4816.

Thank you for your cooperation in using this newly revised form. All previous versions should be immediately discarded.

Attachment

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City and County of San Francisco | Department of Human Resources

CERTIFICATE OF APPOINTMENT OF OFFICER/DEPARTMENT HEAD

Part I – Information on Officer/Department Head

Name of Board or Commission	Department	PE-99999(Commissioners only) PE-
Job Code # : Amount Paid (Check only one) Or Other Job Code _____	☐ 0110 @ $15 per meeting ☐ 0111 @ $25 per meeting ☐ 0112 @ $50 per meeting ☐ 0113 @ $75 per meeting	☐ 0114 @ $100 per month ☐ 0115 @ $100 per half-day ☐ 0118 @ $500 per month ☐ No Compensation
Name of Appointee		
Social Security #	Telephone #	Birthdate
Address		
Effective Date of Appointment	For Term Ending (Date) (Applicable only to commissioners)	Name of Commissioner/Dept. Head Replaced

Part II - Appointing Authority's Signature

Appointing Officer's Certificate or Commission – I have this day made the appointment as recorded above.

Appointing Officer Signature

Date | Title

Part III – Board of Supervisors Ratification

Ratification by Board of Supervisors (Required for Appointment of Controller, City Administrator, Port Director, Treasure Island Development Authority, Redevelopment Commission)

Resolution #:	File #:	Date of Action:

Part IV – Oath of Office

Appointee's Oath and Acceptance Subscribed and sworn to this _____ day of _____,20___ before me.	I swear that I possess the qualifications required by law to hold this office and I accept this appointment.
Signature	Appointee's Signature & Date
Title (Must be an Officer qualified by Law to administer an Oath.)	

Part V – Separation from Office of Commissioners

The appointment of the above named commissioner Is to be separated effective as indicated.	Date of Separation:	Submitted by & Date:

Part VI (For DHR use only)

Appointment entered by:			Date	Appointment (AP) #:	
Copies Sent:	☐ HSS	☐ Commission Secretary	☐ Mayor's Commission Appointment Office		☐ County Clerk
Separation entered by:			Date	☐ Separation copy returned to department	
Copies Sent:	☐ HSS	☐ Commission Secretary	☐ Mayor's Commission Appointment Office		☐ County Clerk

DHR 7-14 (1/2001)

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Instructions for preparing Certificate of Appointment of Officer/Department Head Form

Part I: Completed by the initiating department (either the Mayor's Office, the Commission of the department or the Board of Supervisors supplies the personal information on the officer being appointed). The standard requisition, PE-99999, is to be used only for commissioner appointments. The hiring department will designate the requisition number for the appointment of department heads.

Part II: The Mayor, Commission Head or the president of the Board of Supervisor signs as the appropriate appointing officer.

Part III: The Commission secretary or department personnel officer supplies the necessary information for appointments that require Board of Supervisors' ratification. This information may be obtained by contacting the Deputy Clerk, Board of Supervisors at (415) 554-7711.

Part IV: An officer, who is legally qualified to administer an oath, or the Mayor must duly swear all commission appointments. Both the officer who is administering the oath and the appointee must sign the certificate. Note: The Civil Service Commission Executive Director and the Human Resources Department Director must also undertake a separate oath, as required in Charter sections 10.100 and 10.103 respectively. Such oaths must be filed in the office of the County Clerk.

For commissioners, the Commission secretary submits the completed form to the Deputy Director-Administrative Services, Department of Human Resources at 44 Gough Street who will forward the form to the Referral Unit for validation of the appointment by entering the appointment information into the HRMS and issuing the appointment (AP) number. The Referral Unit will return a validated copy of the form, with the appointment number, to the initiating department. The Referral Unit will also send validated copies to the Health Service System, Commission Secretary, Mayor's Commission Appointment Office and the County Clerk. For department heads, the Personnel Unit of the hiring department processes the new department head in the same manner as all regular employees but must use this form to obtain the oath of office and the Mayor's signature. This form substitutes only partially for the Appointment Processing Form because department heads must also be fingerprinted and enrolled for health and retirement benefits. We advise the processing department to use the standard Appointment Processing form as an addendum to this certificate, as a way to record the enrollments and fingerprinting transactions.

Part V: Upon the expiration of the commissioner's appointment, the Commission secretary should photocopy the original Certificate of Appointment and complete this section. Submit this form to the Deputy Director, Administrative Services, Department of Human Resources. The Commission secretary should also send copies of the form to the department's personnel and payroll offices for cessation of benefits and payments. After the separation has been entered, the Referral Unit will return a copy to the department and send copies to the Health Service System, Commission Secretary, Mayor's Commission Appointment Office and the County Clerk. For the separation of department heads, the personnel office of the respective department should complete the standard DHR Separation Report, instead of using this separation box.

Part VI: For DHR to record the appointment or separation into the official HRMS.

Additional information for Departments and Commission Secretaries:

For those commissioners who are compensated: Payroll & Personnel Services Division (PPSD) requires a W-4 Tax form to be completed and submitted with the Personnel Action Request (PAR), which sets up the payroll records to pay the appointee. *PPSD also requires the appointment (AP) number to be provided on the "OA" data field of the PAR in order to process the PAR and for the TESS system to process payroll data.*

For those commissioners who are eligible for health benefits, regardless of compensation: Commission secretaries should call Sandy Lockwood at (415) 554-1709 to obtain a Health Plan booklet and application form, which should be given to the commissioner(s). The officer/commissioner can enroll either by calling Sandy Lockwood, (415) 554-1709 or by taking the health coverage application and a copy of the certificate of appointment to enroll at the Health Service System at 1145 Market Street. The officer or commissioner must enroll within 30 days of the appointment or will have to wait until the annual open enrollment period to enroll.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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DHR # 02-01

MEMORANDUM

DHR No. 02-01

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DATE: January 29, 2001

TO: Department Heads
Departmental Personnel Officers
Departmental Payroll and Personnel Clerks

FROM: Andrea R. Gourdine
Human Resource Director

SUBJECT: DHR Audit of Departmental Seniority Rosters

When the Department of Human Resources (DHR) implemented its PeopleSoft Human Resources Management System (HRMS), one of its goals was to provide departments with personnel information that they needed. DHR wanted to provide a HRMS that shared accurate, instantaneous personnel information with departments.

DHR continually monitors and reviews data to ensure the accuracy of the information in the system.

As part of our effort to ensure accurate personnel information, DHR is instituting an annual audit of each department's seniority roster at the beginning of each calendar year. Therefore, DHR is asking each department to run its own seniority report from the Peoplesoft system and to audit the accuracy of its data. Departments who do not have access to PeopleSoft will be sent a hard-copy seniority report, as well as a spreadsheet report attached to an e-mail to the department.

With almost all City departments having access to PeopleSoft-HRMS, departments now have the ability to easily produce their own departmental seniority rosters.

Each department's seniority roster is contained in a "canned" query that is accessible to each department's personnel staff who has attended query training conducted by the DHR Peoplesoft Functional Team. Running the query, *SENIORITY_DP_SEC_1_DEPT*, will produce the seniority report for the entire department. The query, *SENIORITY_DP_SEC_1_DEPT_1_JOB*, will produce the seniority for one job code within the department. The queries can be run to an Excel spreadsheet, for easier sorting of the data by the department.

In performing the audit, your staff should verify that:

1) the employee's name and social security number are correct;
2) all active employees (including employees on leave) are listed on the roster;
3) separated employees are not listed on the roster;
4) both the department and DHR requisition numbers are correct (especially if there has been a reassignment);
5) the employee's appointment status is correct, i.e., PCS, PV, LT, PEX;
6) the employee work schedule is correct, i.e., full time, as-needed, school term; and
7) both the Citywide and departmental seniority dates are correct;
8) and the rank and list numbers are correct.

Departments are reminded that the data in Peoplesoft was gathered from the previous database and the old manual records. *We anticipate that departments will find data that needs to be corrected.* Departments should submit appropriate documentation to substantiate the correction(s). The Referral Unit will review the documentation and make the correction(s), if appropriate.

The completion of this audit can be the department's systematic avenue to maintaining accurate internal records, as well as the basis of documentation to resolve discrepancies between the HRMS and the departmental records.

We would like to have each department complete their audit no later than February 28, 2001. DHR-Referral Unit will then attempt to have all necessary corrections completed by no later than March 30, 2001.

After DHR completes this seniority audit, we will turn our attention to auditing special conditions. Instructions for auditing the special conditions on requisitions will be forthcoming in a future memo.

For questions or other information, you may contact the following persons:

Seniority rights, appointment status:	Vernon Nulph, 557-4849
Documentation for correction of errors:	Patricia Pon, 557-4816
HRMS PeopleSoft query problems:	IS Hotline, 557-4807

Thank you for your participation in this cooperative effort to further enhance our automated systems.

MM:PP:az

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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DHR #3-01

MEMORANDUM
DHR No. 3 - 01

Date: January 26, 2001

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **COURT BARGAINING UNIT ASSIGNMENTS - Initial Determinations**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignments are hereby determined as indicated below. These assignments are effective ***February 3, 2001***.

Classification	Unit Assignment	Certified Representative
176C Director of Training	SC - M1	Municipal Executives' Assoc. (MEA)
316C Senior Court Staff Attorney	SC - 3	Intl. Federation of Professional & Technical Engineers, Local 21

By copy of this memorandum it is requested that the Court notify the employees in the affected classifications of the assignments and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination,

- continued -

said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 107, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignments set forth above. If you have questions regarding these assignments, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreements with the employee organizations listed above will apply prospectively to employees in the assigned classifications from the effective date of the assignment.

cc: Gordon Park-Li, Court
Cheryl Martin, Court
Kate Favetti, CSC
Sheldon Martin, CSC
Harold Guetersloh, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Bart Duncan, Health Service System
Yvonne Hudson, Health Service System
Diana Ferrrari, Health Service System

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 03 - 01

Date: February 9, 2001

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - Initial Determination**
MTA - SERVICE CRITICAL

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***February 17, 2001.***

Classification	Unit Assignment	Certified Representative
9143 Senior Operations Manager	M	Municipal Executives' Association (MEA) ECG:351

By copy of this memorandum it is requested that departments with employee(s) in the affected classification notify such employee(s) of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 107, 'Procedures for the Utilization of Administrative Law

- continued -

Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Sheldon Martin, CSC
Harold Guetersloh, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Bart Duncan, Health Service System
Yvonne Hudson, Health Service System
Diana Ferrrari, Health Service System

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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DHR 4-01

MEMORANDUM
DHR No. 04 - 01

Date: February 9, 2001

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - Initial Determination**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***February 17, 2001.***

Classification	Unit Assignment	Certified Representative
9363 Superintendent of Harbor Maintenance	M	Municipal Executives' Association (MEA) ECG:351

By copy of this memorandum it is requested that departments with employee(s) in the affected classification notify such employee(s) of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 107, 'Procedures for the Utilization of Administrative Law

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Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Sheldon Martin, CSC
Harold Guetersloh, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Bart Duncan, Health Service System
Yvonne Hudson, Health Service System
Diana Ferrrari, Health Service System

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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DHR 05-01

MEMORANDUM
DHR No. 05 - 01

Date: February 9, 2001

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **ASSIGNMENT OF CLASSES TO NEW UNREPRESENTED BARGAINING UNITS**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following classifications are being assigned to new unrepresented bargaining units as indicated below:

Classification	Unit Assignment
1766 Media Production Technician	8 - O
1767 Media Programming Specialist	8 - O
1769 Media Production Supervisor	11 - V

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 107, 'Procedures for the Utilization of Administrative Law

- continued -

Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

cc: Kate Favetti, CSC
Sheldon Martin, CSC
Harold Guetersloh, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Bart Duncan, Health Service System
Yvonne Hudson, Health Service System
Diana Ferrrari, Health Service System

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR. No. 6 - 01

Date: February 9, 2001

To: Department Heads
Personnel Officers

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman, Director
Employee Relations Division

Subject: **NOTICE TO UNREPRESENTED EMPLOYEES**

The Employee Relations Division of the Department of Human Resources has scheduled two meetings to meet and confer pursuant to Charter Section A8.409.1. In order to provide notification for affected unrepresented employees, the attached memorandum is being forwarded to your office for immediate posting. Please post this Notice (attached memorandum) in locations accessible to affected unrepresented employees. Additionally, please ensure posting at applicable worksites.

For additional information, you may contact Janet Rogers at 557-4915. Thank you for your assistance and prompt attention to this request.

Attachment

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

Date: February 9, 2001

To: Unrepresented Employees Covered under Ordinance No. 85-00

Through: Geoffrey L. Rothman, Director
Employee Relations Division

From: Janet L. Rogers, Senior Personnel Analyst
Employee Relations Division

Subject: **NOTICE TO MEET & CONFER PURSUANT TO CHARTER SECTION A8.409.1**

Employees in classifications not represented by a recognized employee organization are entitled to represent themselves with the City and County over wages, hours and other terms and conditions of employment to the extent required by state law and shall not be subject to the arbitration provisions of Section A8.409.4 of the Charter.

For those unrepresented employees covered under the current unrepresented ordinance (85-00) for FY 2000-2001, two meetings have been scheduled to consider forms of compensation including salaries, hours, benefits, and other terms and conditions of employment subject to approval or disapproval of the Board of Supervisors pursuant to Section A8.409.1 of the Charter.

The following dates and times have been reserved to meet with those noted, designated unrepresented employees who wish to meet and confer regarding the proposed forms of compensation specified above.

Date/Time: Wednesday, February 21, 2001 – 11:45 a.m.

AND

Wednesday, March 14, 2001 – 11:45 a.m.

Locations: Office of the Employee Relations Division
Department of Human Resources
44 Gough Street, 3rd Floor
San Francisco, CA 94103

For additional information, you may contact Janet Rogers at (415) 557-4915.

Attachment

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ATTACHMENT

LIST OF UNREPRESENTED CLASSIFICATIONS PURSUANT TO CHARTER SECTION A8.409

PLEASE NOTE: This list is based on information available at the time of distribution and is intended to be comprehensive. Questions or concerns about this list (including contentions that the list contains any inaccuracies) may be directed to Janet Rogers, Senior Personnel Analyst, Employee Relations Division, 44 Gough Street, San Francisco, CA 94103. ERD reserves the right to amend this list to ensure it is complete and contains all classifications covered by San Francisco Ordinance No. 85-00.

0001 = Miscellaneous Unrepresented Classification

0002 = Management Unrepresented Classification

1130	YOUTH COMMISSION ADVISOR, BOARD OF SUPERVISORS	0001
1229	SPECIAL EXAMINER	0001
1283	DIRECTOR, EMPLOYEE RELATIONS DIVISION	0002
1293	HUMAN RESOURCES DIRECTOR	0002
1379	SPECIAL ASSISTANT XX	0002
1437	SHELTER OFFICE ASSISTANT SUPERVISOR	0001
1471	ELECTIONS WORKER	0001
1766	MEDIA PRODUCTION TECHNICIAN	0001
1767	MEDIA PROGRAMMING SPECIAIST	0001
1769	MEDIA PRODUCTION SUPERVISOR	0001
1849	MAYOR'S PROGRAM MANAGER	0002
1942	ASSISTANT MATERIALS COORDINATOR	0001
2561	OPTOMETRIST	0001
2576	SUPERVISING CLINICAL PSYCHOLOGIST	0001
2782	LAUNDRY SUPERINTENDENT	0001
2953	CHIEF DEPUTY DIRECTOR, DEPT. OF HUMAN SERVICES	0002
2978	CONTRACT COMPLIANCE OFFICER II	0002
3234	MARINA MANAGER	0002
3238	DANCE INSTRUCTOR	0001
3246	PIANIST	0001
3376	ANIMAL CARE ASSISTANT SUPERVISOR	0001
3378	FIELD SERVICES ASSISTANT SUPERVISOR	0001
3438	TREE TOPPER SUPERVISOR II	0001
3650	MEDICAL RECORDS LIBRARIAN	0001
5502	PROJECT MANAGER I	0001
5504	PROJECT MANAGER II	0001
5506	PROJECT MANAGER III	0001
5508	PROJECT MANAGER IV	0002
7212	AUTOMOTIVE TRANSIT EQUIPMENT SUPERVISOR	0002
5630	WATER & POWER ANALYST I	0001
8121	TRANSIT FARE SUPERVISOR/INSPECTOR	0001
8137	CHIEF VICTIM/WITNESS INVESTIGATOR	0002
8168	PARKING HEARING SUPERVISOR	0001
8222	HOUSING AUTHORITY POLICE OFFICER	0001
8247	EMERGENCY PLANNING COORDINATOR	0001
8263	CRIME LABORATORY MANAGER	0001

8282	SENIOR ENIVROMNENTAL CONTROL OFFICER	0001
8446	COURT ALTERNATIVE SPECIALIST I	0001
9132	TRANSIT FARE INSPECTOR	0001
9914	PUBLIC SERVICE AIDE - ADMINISTRATION	0001
9916	PUBLIC SERVICE AIDE - PUBLIC WORKS	0001
9920	PUBLIC SERVICE AIDE - ASSISTANT TO PROFESSIONALS	0001
9922	PUBLIC SERVICE AIDE - ASSOCIATE TO PROFESSIONALS	0001
A006	PARKING BUREAU CHIEF	0002
A100	PARKING ENFORCEMENT SUPERVISOR	0001
AB27	SECRETARY, COMMISSION ON THE ENVIRONMENT	0001
AA81	EXECUTIVE DIRECTOR, ETHICS COMMISSION	0002
AB27	SECRETARY, COMMISSION ON THE ENVIRONMENT	0001
AB44	CONFIDENTIAL CHIEF ATTORNEY II, (CIVIL & CRIMINAL)	0002
AC01	EXECUTIVE ASSISTANT I	0001
AC02	EXECUTIVE ASSISTANT II	0001
AC03	EXECUTIVE ASSISTANT III	0001
AC04	EXECUTIVE ASSISTANT IV	0001
AC05	EXECUTIVE ASSISTANT V	0001
AC06	EXECUTIVE ASSISTANT VI	0001
AC07	EXECUTIVE ASSISTANT VII	0001
AC08	EXECUTIVE ASSISTANT VIII	0001
AC09	EXECUTIVE ASSISTANT IX	0001
AC10	EXECUTIVE ASSISTANT X	0001
AC11	EXECUTIVE ASSISTANT XI	0001
AC12	EXECUTIVE ASSISTANT XII	0001
AC13	EXECUTIVE ASSISTANT XIII	0002
AC14	EXECUTIVE ASSISTANT XIV	0002
AC15	EXECUTIVE ASSISTANT XV	0002
AC16	EXECUTIVE ASSISTANT XVI	0002
AC17	EXECUTIVE ASSISTANT XVII	0002
AC18	EXECUTIVE ASSISTANT XVIII	0002
AC19	EXECUTIVE ASSISTANT XIX	0002
AC20	EXECUTIVE ASSISTANT XX	0002
AC21	EXECUTIVE ASSISTANT XXI	0002
AC22	EXECUTIVE ASSISTANT XXII	0002
AC24	SECRETARY TO PORT COMMISSION	0001
AC25	ASSISTANT DEPUTY DIRECTOR, PORT	0002
AC26	SENIOR OPERATIONS MANAGER	0002
AC27	DIRECTOR OF AIRFIELD DEVELOPMENT	0002
AC28	CHIEF FORENSIC PATHOLOGIST	0001
AC29	OPERATIONS SUPERVISOR	0001

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DATE: March 6, 2001

TO: Enrollees

FROM: Paul Van Houten, Director of Training PVH

SUBJECT: **Canceling *Solving Performance Problems* Course**

I know that many of you have been waiting for several months to attend the ***Managing Problem Performance*** class and I thank you for your patience. The instructor of that class no longer works for the Department of Human Resources and we wanted to keep the course in our catalog while we worked to hire a replacement. Unfortunately, we've been delayed in the hiring a replacement by several budget issues. We hope to resolve those issues soon, but they won't be resolved in time to perform the March 22nd /23rd course. I apologize if this has caused you any inconvenience.

In the mean time, we have revisited the course content of Managing Problem Performance and, based on our customer research, we've decided to redesign the course from top to bottom. The new class will be titled: ***Solving Performance Problems with Progressive Discipline***.

Our research tells us that supervisors want to know how to handle the toughest performance problems: poor motivation, insubordination, and "bad attitudes". Supervisors want to know the extent of their authority and the steps they need to take to resolve problems at the earliest indications and at the lowest level. They want to take a firm stand on performance management and meet all the legal requirements.

We are designing the course that will meet these needs. The course is being designed with the assistance of the City Attorney and Civil Service. This is a major undertaking; never the less, with the increase of training staff we hope to have this course ready before the end of June 2001. You are guaranteed a seat in this course. I hope you will feel that it has been worth the wait.

Thank you again for your patience.

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Cc: Michele Modena, Deputy Director, Administrative. Services
William Lipsky, Training Officer

INTER-OFFICE

Karen L. Sundheim
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DHR #07-01

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 07-01

March 9, 2001

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TO : Department Heads
Departmental Personnel Officers
Payroll & Personnel Unit Staff

FROM : Andrea R. Gourdine
Human Resources Director

SUBJECT: Refresher Training on "New Referral (Certification) Procedures"

It has been two years since we held the informational training sessions on the procedural changes on the New Referral (Certification) Procedures which took effect July 1, 1998. Considering the turnovers in departmental personnel staff, plus the numerous inquiries related to the new referral process that our Referral Unit receives from various departments, we feel it would be worthwhile to conduct a refresher training on the procedures.

The training will be conducted by the Department of Human Resources-Referral Unit, and will address the procedural changes in issuing a referral (certification) and all issues pertaining to the department's responsibility in contacting eligibles & returning responses. We will also cover the Appointment Processing procedures. Representatives from both the Clerical/Employment Registry Group and Internal Services will be invited to speak respectively, on the implementation of the Clerical Testing Program & the new CSC Rule 117.9.3, Release Promotive Probationary Employee.

Three half-day sessions will be held at the Department of Human Resources, 44 Gough Street, TOD Training Room, 1st Floor, on April 2 & 3, 2001, scheduled as follows:

April 2nd - Morning Session : 8:30 a.m. - 12:00 Noon
Afternoon Session : 1:30 a.m. - 5:00 p.m.

April 3rd - Morning Session : 8:30 a.m. - 12:00 Noon

For attendance reservations, please e-mail the date and session preference to Kazuye (Sue) Sumida in the Referral Unit. Early reservations are preferred due to space restrictions and a confirmation notice will be sent to you.

Sue Sumida does not have any information on the content of the training. If necessary, please call Linda Cosico at (415) 557-4817 or Mauricio Martinez at (415) 557-4818.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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3/15/01

Date: March 15, 2001

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MAR 16 2001

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To: Personnel Officers and Personnel Clerks in:
Department of Public Transportation
Department of Public Works
S.F. Airport
Public Utilities Commission

From: Linda Marini
Manager, Merit System Services

Subject: Implementation of Appointments in Retitled and Amended Job Codes

This memorandum is to detail the procedures you should follow in order to make appointments to the retitled and amended job codes listed below. These procedures are the same as detailed in the Human Resources Policy and Procedures Manual (HRPPM), Appointments section, pages 6-47, 48, 38, 39, 40 (attached).

The implementation process differs depending on the appointment type and class of the incumbent (PCS/TL, PV).

Retitled & Amended Job Code	Classes Consolidated into Retitled & Amended Job Code	Effective Date
5362 Civil Engineering Assistant	5360 Civil Engineering Assistant I	11/10/2000
5344 Mechanical Engineering Assistant	5342 Mechanical Engineering Assistant I	11/10/2000
5352 Electrical Engineering Assistant	5350 Electrical Engineering Assistant I	11/10/2000

- Permanent incumbents (including employees on leave/TL status) in the respective old job codes will be granted permanent status in the new job code.
- Provisional employees in the respective job codes will be appointed provisional to the new job code.

I. Requisitions:

Departments must submit new requisitions for ALL appointment types. Departments should notify their contacts in the Mayor's and Controller's Offices to alert them to the process, and attach a copy of the classification action.

Instructions for filling out requisition:

- STATUS GRANTS: For permanent (PCS/TL) incumbents in the former PCS job codes, the requisition field "PLEASE HOLD FOR" should have "Status Grant From Job Code *(appropriate job code)* typed in above the "reassignment" line and the name of the incumbent.

All requisitions should be submitted together in one batch.

II. Referral:

1. For PCS/TL incumbents to be granted status to new job code, **a letter must be sent to the Referral Unit** providing the employee's name, social security number, current job code, new job code, and the date of the status grant. Upon receipt of the letter, the Referral Unit will send out referral notices to the department. See attached HRPPM for instructions.

Appointments:

Departments must complete an Appointment Processing form for each employee transitioning to the new class. For all appointments, enter the employee's new DHR RQ Number. No appointment processing steps are required. At the bottom of the form, enter the "Start Work: (S/W) Date: (effective date). For PCS/TL employees, leave "Rank" blank and enter the "List Number" and "Date Certified" from their referral notice.

III. Separations:

Complete a Separation Report for each employee being granted status (including employees on Temporary Leave from any of these job codes).

Form Section	Entry
Effective Date	"COB 11/10/2000"
Is this a complete separation from CCSF service?	Check "No", enter new job code number and the status of the employee (either PCS or PV)
Type of Separation (categories 1-6)	For PCS employees use category 6, "Other", check "Other" and type in "Status Grant." For PV employees use 3, "Resignation," check "To accept another CS position."

IV. Oral Authorizations:

For provisional employees, **new OA Numbers effective 11/10/2000 should be requested through Winnie Tse** at DHR's EEO Unit (415) 557-4837.

V. Submitting the Forms:

Requisitions are to be submitted as normal. Appointment and Separation papers must be submitted after receiving the referral notice. Please submit Appointment and Separation forms together to: DHR Referral, 44 Gough Street.

SENIORITY AND THE PROBATIONARY PERIOD

A. City wide seniority is not affected by the transfer but departmental seniority dates from the certification which resulted in the transfer.

B. A new probationary period is required (CSC Rule 17.2.3).

TRANSFER DUE TO TECHNOLOGICAL ADVANCES

1. DEFINITION

Permanent civil service employees who have completed the probationary period and who are subject to layoff because of technological advances, automation, the installation of new equipment, or the transfer of functions to another jurisdiction may submit a request to the Human Resources Director, for transfer to a position within their capacities to perform, whether or not within the classification for which they qualified for appointment.

2. AUTHORITY

CSC Rule 14.35 - Appointments, Transfers Occasioned by Reduction of Force Due to Technological Advances, Automation, or the Installation of New Equipment.

3. FORM

EMPLOYEE REQUEST FOR TRANSFER available in DHR, 44 Gough Street or from the departmental personnel office.

4. TRANSFER PROCESS

Employee

The employee requesting transfer to a position within his/her capabilities to perform must:

A. Obtain an EMPLOYEE REQUEST FOR TRANSFER form.

B. Complete the top half of the form.

C. Obtain approval from the appointing officer/designee in the department where the requested position is located. This step is required even if the requested position is in the same department.

D. If the position is in a different classification, participate in examinations administered by the Human Resources Director, if required, to test the employee's ability to perform the duties of the position to which transfer is requested, and obtain approval of the Human Resources Director.

Requested Department

If the transfer request is approved by the Human Resources Director and the requested department:

A. Determines that the requested transfer does not result in a greater than 5% increase in compensation.

B. If a permanent or declared permanent requisition has been approved or is in the approval process, types the departmental control number and the DHR requisition number on the EMPLOYEE REQUEST FOR TRANSFER, has it signed by an authorized signator, and sends it to the DHR Certification Unit.

C. Sends one copy of the EMPLOYEE REQUEST FOR TRANSFER to the employee's current department, if applicable.

D. If there is a vacancy and a permanent or declared permanent PERSONNEL REQUISITION has not yet been submitted, in the "PLEASE HOLD REQUISITION FOR" box of the PERSONNEL REQUISITION, checks "TRANSFER", and types the employee's name, status and type of transfer. The original approved copy of the EMPLOYEE REQUEST FOR TRANSFER including the PERSONNEL REQUISITION number is sent to the DHR Certification Unit and a copy retained in the department.

DHR Certification Unit

A. Files the completed EMPLOYEE REQUEST FOR TRANSFER until the approved PERSONNEL REQUISITION is received.

B. Issues a certification on the identified and approved requisition to the requested department under the "Rule of One."

APPOINTMENT BY STATUS

1. DEFINITION

   Status in the City and County service is the right or rights which an employee has to perform certain duties. These rights stem from the examination in which the employee qualified and/or the appointment received and the duties performed as indicated on official records.

   The Human Resources Director, in classifying and reclassifying positions, determines an employee's status rights following classification action.

2. AUTHORITY

   CSC Rule 9 - Position Classification and Related Rules, Article III Status Rights.

3. STATUS APPOINTMENT PROCESS

   Receiving Department

   The department where the status appointment is being made/requested must:

   A. Issue a PERSONNEL REQUISITION (DHR 6-60) in the new class.

   B. Indicate by letter to the DHR Inservice Program Unit, the permanent incumbent(s) who is to receive status in the class, providing the employee's name, current address, social security number, race, sex, list, rank and certification date in the former class; and the date of the Human Resources Director's action granting status to the employee(s).

   DHR Certification Unit

   Issues a NOTICE OF CERTIFICATION in the new classification for the permanent incumbent(s) who is to receive status and forwards all certification documents (including the eligibles' response forms) to the department.

Appointment Process

None of the six (6) steps is required. The department prepares the APPOINTMENT PROCESSING (DHR 6-12c) form and mails three (3) copies with the signed certification documents and the PERSONNEL ACTION REQUEST (PAR), to the DHR Certification Unit. The DHR Certification Unit will validate the appointment(s).

4. SENIORITY AND THE PROBATION PERIOD

A. Seniority in the new class dates from the certification in the former class.

B. A new probationary period is required.

C. If a NOTICE OF CERTIFICATION has already been sent to eligibles when the EMPLOYEE REQUEST FOR TRANSFER is received in the DHR Certification Unit, the transfer can not be processed and the EMPLOYEE REQUEST FOR TRANSFER will be returned to the department.

APPOINTMENT PROCESSING

A. The requested department sets a start work date for the transferee. This date must include a minimum notice of fifteen working days prior to separation from the current department. This period may be shortened if the current department agrees.

B. The transferee completes appointment processing as follows:

Step 1 - Report to current department	Required if transfer is to a new department
Step 2 - Medical Examination	See Medical Examination Policy
Step 3 - Fingerprinting	See Excerpt from Review of Criminal History Records Policy.
Step 4 - Retirement System	Required
Step 5 - Health Service System	Required for movement between the San Francisco Unified School District and another City Department, or for change in union representation.
Step 6 - Return Form to Department	Required

5. SENIORITY AND THE PROBATIONARY PERIOD

A. City-wide seniority is calculated from the date of certification in the classification from which transferred. Department seniority, if the transfer is to a new department, dates from the certification which resulted in the transfer.

B. A new probationary period is required (CSC Rule 17.2.3 and Rule 14.35.8).

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

CF
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#1
DHR # 09-01
3/23/01

MEMORANDUM
DHR NO. 09-01

DATE: March 23, 2001

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MAR 2 2 2001

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TO: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: **Family Medical Leave Act Semi-Annual Summary**

The Department of Labor requires employers to maintain Family Medical Leave Act (FMLA) records in accordance with the record keeping requirements of section 11 (c) of the Fair Labor Standards Act (FLSA).

Each department is required to complete and submit to DHR's Internal Services Unit the FMLA Semi-Annual Summary in April and October of each year. Upon receipt of these summaries, DHR will compile the citywide statistics required by the Department of Labor.

The FMLA Semi-Annual Summary for the period October 1, 2000 - March 31, 2001 is due on Friday, April 13, 2001. Attached is a copy of the Semi-Annual Summary form. Please mail or FAX the completed summary to Elma Young, DHR's Internal Services Unit, 44 Gough Street (Department #33), FAX number 557-4868.

This memo and the Semi-Annual Summary form were also sent by e-mail to each department's FMLA coordinator.

If there are questions regarding the form, instructions, or procedures, please contact the DHR Internal Services analyst for your department: Gilda Cassanego at 557-4859; Jose Lebron at 557-4856; or Patricia Peters at 557-4848.

Thank you for your cooperation.

Attachment

FMLA Semi-Annual Summary
October 1, 2000 - March 31, 2001

Department Name _____
Department Number _____
Division/Bureau _____

Total number of requests		_____
Total approvals	=	_____
Number of a	=	_____
Number of b	=	_____
Number of c	=	_____
Number of d	=	_____
Total denials	=	_____
Number of 1	=	_____
Number of 2	=	_____
Number of 3	=	_____
Number of 4	=	_____

Signature of Human Resources Manager: _____

Print Name and Phone Number of Person Completing Report: _____

Send original to DHR #33, Internal Services
cc: Department's FMLA file

REASON CODES:

Approvals

a) Birth of the employee's child and to care for the newborn child.
b) Placement with the employee of a child for adoption or foster care, and to care for the newly-placed child.
c) To care for an immediate family member because such family member has a serious health condition.
d) Employee's own serious health condition that makes the employee unable to perform the functions of his/her position including an on-the-job injury or illness.

Denials

1) Employee exhausted FMLA Leave entitlement for the 12-month rolling period.
2) Reason for the request is not covered by FMLA.
3) Employee failed to provide required documentation/certification, or documentation/certification is incomplete.
4) Employee was not eligible for FMLA Leave at the time of the request.

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 08 - 01

Date: March 23, 2001

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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MAR 27 2001
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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - Initial Determination**
MTA - SERVICE CRITICAL

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***March 31, 2001.***

Classification	Unit Assignment	Certified Representative
9132 Transit Fare Inspector	1 - AA	Transport Workers Union, Local 250-A (EGC. 252)

By copy of this memorandum it is requested that departments with employee(s) in the affected classification notify such employee(s) of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 107, 'Procedures for the Utilization of Administrative Law

- continued -

Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Sheldon Martin, CSC
Harold Guetersloh, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Donald Mayeda, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Bart Duncan, Health Service System
Yvonne Hudson, Health Service System
Diana Ferrrari, Health Service System

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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2001
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MEMORANDUM
DHR No. 10 - 01

Date: March 23, 2001

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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MAR 27 2001
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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***March 31, 2001.***

Classification	Unit Assignment	Certified Representative
2598 Assistant Medical Examiner	8 - CC	Union of American Physicians & Dentists (UAPD) EGC: 0164

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 107, 'Procedures for the Utilization of Administrative Law Judges',

(over)

any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Sheldon Martin, CSC
Harold Guetersloh, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Donald Mayeda, PPDS
Oli Sadler, DTIS
Clare Murphy, Retirement
Bart Duncan, Health Service System
Yvonne Hudson, Health Service System
Diana Ferrari, Health Service System

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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11-01
5/8/01

MEMORANDUM
DHR No. 11 - 01

Date: May 18, 2001

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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MAY 21 2001
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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENTS - INITIAL ASSIGNMENTS**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignments are hereby determined as indicated below. These assignments are effective ***May 26, 2001.***

Classification	Unit Assignment	Certified Representative
7212 Automotive Transit Equipment Supervisor	M	Municipal Executives' Assoc. (MEA) EGC:351
8121 Fare Inspections Supervisor/ Investigator, Muni Railway	11 - Y	Transport Workers Union, Local 200 EGC:200

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 107, 'Procedures for the Utilization of Administrative Law Judges',

(over)

any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignments set forth above. If you have questions regarding the assignments, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreements with the employee organizations listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Sheldon Martin, CSC
Harold Guetersloh, Controller
Pamela Levin, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Donald Mayeda, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Bart Duncan, Health Service System
Yvonne Hudson, Health Service System
Diana Ferrari, Health Service System

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

DHR No. 12-01

MEMORANDUM

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MAY 29 2001
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DATE: May 24, 2001

TO: Department Heads
Department Personnel Officers
Department Payroll and Personnel Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: Expiration of Temporary Exempt Requisitions on June 30, 2001

DHR Memorandum # 32-00, issued November 10, 2000, informed departments that the Department of Human Resources (DHR) would not be extending requisitions or appointments of the following types:

1. Regularly Scheduled PT/FT Temporary Exempt requisitions and appointments;
2. School Term Temporary Exempt requisitions and appointments;

The memorandum also addressed the requirement that departments issue new requisitions and complete new appointments upon expiration of the types of requisitions/appointments listed above, and that these new requisitions/appointments would have a maximum six-month duration not to extend beyond the end of the fiscal year. Additionally, the memorandum stated that all As-Needed Temporary Exempt requisitions/appointments would be cancelled at the end of the fiscal year.

Departments are therefore reminded that, effective COB June 30, 2001, all Temporary Exempt requisitions and appointments, including Regularly Scheduled PT/FT Temporary Exempt, School Term Temporary Exempt and As-Needed Temporary Exempt, will expire or be canceled. In order to continue the employment of Temporary Exempt employees, departments must issue new replacement Temporary Exempt requisitions and complete new appointments.

In the event that a department does not issue a replacement requisition, yet continues employing an individual on an expired requisition, DHR will take several steps. First, DHR will notify the Controller that the individual is not legally appointed to the position

under the City Charter[1]. Second, if immediate steps are not taken by a department to remedy an invalid appointment, DHR will ask the department to explain its inaction to the Civil Service Commission and the reason for continuing employment of an individual on an invalid requisition/appointment.

Third, DHR may hold other requisitions issued by the department until the situation is rectified. Finally, DHR will send the individual employee a letter notifying him/her that he/she is not properly on the City's payroll for lack of an authorized appointment meeting the Charter's requirements.

Please avoid this situation by observing the appropriate personnel procedures.

In addition, please refer to the information that follows for a more detailed description of the steps that departments must take with regard to the specific types of Temporary Exempt requisitions/appointments.

I. REQUISITIONS AND APPOINTMENTS

A. Regularly Scheduled Temporary Exempt PT/FT Requisitions and Appointments

All requisitions and appointments of this type will expire on June 30, 2001. Departments will need to issue new requisitions in anticipation of the expiration of the requisition/appointment.

New requisitions replacing requisitions of this type may not require the review of the Mayor's or the Controller's Offices. The replacement requisitions must, however, be indicated as such by correctly filling in the field "Replaces Req #" with the DHR Req # of the previously approved requisition. Failure to properly indicate a replacement requisition may result in delays.

Please note that all new Regularly Scheduled PT/FT Temporary Exempt requisitions/ appointments will have a maximum six-month duration, which will begin to run on July 1, 2001, or, if the requisition is approved after July 1, 2001, from the date of approval.

In order to ensure that temporary employees are able to work for six months, the DHR Referral Unit will, at the time of appointment, automatically extend the requisition duration by the difference between the requisition approval date and the start work date (*e.g.*, requisition is approved July 1, 2001, with an expiration date six months later of December 31, 2001, but

[1] Under Charter Section 10.103, the Controller "shall not draw his or her warrant for any claim for salary, wages or compensation which has been disapproved by the Human Resources Director."

an appointment to the requisition is not made until September 4, 2001. The requisition will be automatically extended until March 3, 2002. In no case will the duration be extended beyond June 30, 2002). Upon expiration of the requisition, the appointment will also expire.

Please have your human resources staff plan accordingly, and contact Merit System Services staff as necessary.

B. School Term Temporary Exempt Requisitions and Appointments

All requisitions and appointments of this type will expire on June 30, 2001. New requisitions will need to be issued in anticipation of the expiration of the requisition/appointment.

New requisitions replacing requisitions of this type may not require the review of the Mayor's or the Controller's Offices. The replacement requisitions must, however, be indicated as such by correctly filling in the field "Replaces Re #" with the DHR Req# of the previously approved requisition. Failure to properly indicate a replacement requisition may result in delays.

All new replacement School Term Temporary Exempt requisitions/appointments will have a definite duration of twelve months beginning on July 1, 2001 and expiring on July 1, 2002. Requisitions of this type issued after July 1, 2001, and appointments made to such requisitions, will also expire on June 30, 2002. However, appointments to these requisitions may not exceed Charter Section 10.104(16)'s limitations of working "the equivalent of half-time during any fiscal year."

Please have your human resources staff plan accordingly, and contact Merit System Services staff as necessary.

C. As-Needed Temporary Exempt Requisitions and Appointments

All requisitions and appointments of this type will expire on June 30, 2001. Departments will need to issue new requisitions in anticipation of the expiration of the requisition/appointment.

New requisitions replacing requisitions of this type may not require the review of the Mayor's or the Controller's Offices. The replacement requisitions must, however, be indicated as such by correctly filling in the field "Replaces Re #" with the DHR Req# of the previously approved requisition. Failure to properly indicate a replacement requisition may result in delays.

Please note that all new As-Needed Temporary Exempt requisitions will have a maximum six-month duration, which will begin to run on July 1, 2001, or, if the requisition is approved after July 1, 2001, from the date of approval. Upon expiration of the requisition, the

appointment will also expire. In continuing the employment of As-Needed Temporary Exempt employees, departments are reminded to observe the restrictions on the duration of As-Needed Temporary Exempt appointments contained in Charter Section 10.104(16)[2].

II. SEPARATIONS

As noted in DHR Memorandum # 15-00, issued June 8, 2000, a separation report must be issued in accordance with applicable Civil Service Rules addressing the separation of temporary employees upon the expiration of the term of employment.

For requisitions with a single head count, an employee being continued in the position may be reassigned from the old requisition to the new requisition using an individual separation report. If the employee is not being reassigned, then the department must submit a separation report for complete separation from City service.

For requisitions with multiple head counts, a spreadsheet of the employees being reassigned may be attached to a "blanket" separation report. The information on the spreadsheet should include:

Name of employee
Social Security number
Effective date of the reassignment
New department requisition number
New DHR RQ number

If an employee on a requisition with multiple head counts is not being continued, then the department must submit a separation report for complete separation from City service.

Departments are reminded that, under CSC Rules, the appointee must be informed at the time of appointment as to the duration of the appointment using the Notice to Exempt appointee. All employees being reassigned must receive and sign a new Notice to Exempt Appointee.

Per CSC Rule Series 14.9, if the appointee is not being continued, the department must notify the appointee in writing at least ten working days in advance of the final separation date, in addition to issuing a separation report for complete separation from City service.

If you have questions concerning the Separation Report or the separation process, please contact your Internal Service analyst.

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[2] Charter Section 10.104(16) states that temporary and seasonal appointments are "not to exceed the equivalent of half-time during any fiscal year, except that such positions may be filled through regular civil service procedures."

III. NOTICE TO APPOINTEE FORMS

Departments must ensure that all Temporary Exempt employees in the appointment types noted above have received and signed the Notice to Exempt Appointee.

For further information, please call your department's contact at DHR:

Appointments:	Internal Services/Referral Unit
Requisitions:	MSS/Referral Unit
Separations:	Internal Services/Referral Unit.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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DHR No. 13-01

MEMORANDUM

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TO: Department Heads
Departmental Personnel Officers
Departmental Payroll and Personnel Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: Automatic Extension of Temporary Appointments through December 31, 2001

DATE: May 30, 2001

AUTOMATIC EXTENSION OF TEMPORARY APPOINTMENTS

In accordance with Civil Service Commission Rule 14, I am automatically extending all temporary appointments through December 31, 2001. This extension covers Temporary Civil Service (TCS), Limited Tenure (LT) appointments; and Temporary Provisional (TPV) and Non-Civil Service (NCS) appointments that are OA type A (no eligible list). All appointments must be made to appropriate and valid requisitions.

Temporary Provisional (TPV) and Non-Civil Service (NCS) or Limited Tenure (LT) appointments that are not OA type A (e.g., where an eligible list exists) will be extended only on a case by case basis. If you need this type of an extension, please call your departmental contact in DHR's EEO Division. TPV, NCS or LT appointments that are not extended by EEO will be deemed to have expired and will therefore be invalid.

If funding no longer exists in your budget or there is a lack of work for a temporary appointment (TCS, LT, TPV, or NCS), your department must effect a layoff in accordance with applicable MOU notification provisions. If your department does not elect to extend the appointment, in accordance with the applicable Civil Service Rules addressing Separation of Temporary and Provisional Appointees upon the expiration of Terms of Employment, a separation report must be issued[1]. Under applicable CSC Rules, the appointee must be notified as to the duration of the appointment and must be notified in writing at least ten working days in advance of the final separation. Please ensure that all employees in these appointment types complete a new Notice to Provisional Appointee.

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[1] TCS, LT, TPV and NCS appointment in the Uniformed ranks of the San Francisco Fire Department are addressed in Civil Service rule 314.9 (Vol. III, effective 4/28/00). Uniformed ranks of the San Francisco Police Department are covered by Civil Service rule 214.8 (Vol. II, effective 4/7/00). Employees working for the Municipal Transportation Agency in service critical classes, are covered by Civil Service Rule 414.9 (Vol. IV, effective 7/1/00). All other employees are covered by Civil Service Rule 114.9.

DHR FOLLOW-UP IN NOVEMBER 2001

DHR will issue new instructions to departments in November 2001 on how to process appointments that are now scheduled to expire on December 31, 2001.

For further information, call your department's contact at the Department of Human Resources:

Appointments:	Internal Services/EEO/Referral Unit
Requisitions:	MSS/Referral Unit
Separations:	Internal Services/Referral Unit
OA/NCS Appt:	EEO

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 14 - 01

Date: June 8, 2001

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - Initial Determination**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***June 16, 2001.***

Classification	Unit Assignment	Certified Representative
1379 Special Assistant XX	M-SA	Municipal Executives' Association (MEA) ECG:351

By copy of this memorandum it is requested that departments with employee(s) in the affected classification notify such employee(s) of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 107, 'Procedures for the Utilization of Administrative Law

- continued -

Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Sheldon Martin, CSC
Harold Guetersloh, Controller
Pamela Levin, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Donald Mayeda, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Yvonne Hudson, Health Service System
Diana Ferrrari, Health Service System

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 15-01

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JUN - 7 2001

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Date: June 6, 2001

To: Department Heads
Departmental Personnel Officers
Payroll and Personnel Clerks

From: Andrea R. Gourdine
Human Resources Director

Subject: **Creation of the Management Classification and Compensation Plan (MCCP)**

The City and County of San Francisco, through the Department of Human Resources (DHR), is in the process of creating a new Management Classification/Compensation Plan (MCCP). This new plan consists of fewer, broader management classes. Our goal in establishing this plan is to improve the City's flexibility in hiring, developing, and retaining management employees in a manner that is consistent with trends in both the public and private sectors. Initially, the MCCP will cover MEA-represented Special Assistants. It is our intention that over time, the MCCP will include all of the City's senior and mid-level manager positions.

To begin this process, effective July 1, 2001, there will be a new series of management job codes created under the MCCP. These new job codes include Manager I - XII (twelve job codes), Deputy Director I - V (five job codes), and Department Head I - V (five job codes). After the classes are created, implementation of the MCCP will take place in two phases.

Phase 1 – MEA represented Special Assistants will move into the MCCP on July 1, 2001. Special Assistant positions will be allocated into the corresponding Manager, Deputy Director, or Department Head job codes on a preliminary basis from job duty descriptions and other documentation currently in DHR files. Employee status in these positions will be provisional or exempt, depending upon whether or not the position must be ultimately filled through a civil service examination process. Final DHR allocations will consider Departmental and incumbent input, and disputes will be subject to appeal to the Civil Service Commission.

If approved by the Board of Supervisors, effective July 1, 2001, all of the Manager, Deputy Director, and Department Head job codes will have seven-step salary ranges at approximately 5% salary intervals. No current MEA-represented Special Assistant will receive less than his or her June 30, 2001, salary rate as a result of the preliminary allocation. Any cost-of-living adjustment or other economic benefit approved in the new MOU would be in addition to this calculation.

Phase 2 – During June 2001, the City and MEA will begin meeting to discuss the ground rules for including all MEA-represented positions into the MCCP including, but not limited to, salary ranges, salary administration rules, and program oversight. The classification structure is under the jurisdiction of the Civil Service Commission, and allocation within the structure itself would not be a subject of discussion. If the meet and confer process is successful, the Board of Supervisors must approve any economic enhancements.

By separate cover, DHR will provide specific instructions to Departmental Personnel Officers concerning the procedures that are needed to implement the movement of MEA-represented Special Assistants into the MCCP effective July 1, 2001. Attached are responses to frequently asked questions. When the meet and confer process concludes, we will be sending additional information about the MCCP.

If you have general questions about the MCCP, submit your question(s) on e-mail to Bob Pritchard (robert_pritchard@ci.sf.ca.us) or Suzette Love (suzette_love@ci.sf.ca.us) at DHR.

cc: DHR Deputy Directors
Linda Marini
Bob Pritchard

The MCCP is a process, and DHR is at the beginning of this process. The questions below regarding the MCCP implementation were raised in a variety of settings during the last few months. What follows is as much information as DHR can provide until the meet and confer process with MEA is completed.

FREQUENTLY ASKED QUESTIONS (FAQ)

MANAGEMENT CLASSIFICATION AND COMPENSATION PLAN (MCCP)

1. What's wrong with keeping things just the way they are?

In today's economic and employment environment, recruitment and retention of managers with experience and specific expertise is not always easy. The current process for hiring managers is cumbersome and does not allow for relatively quick management hiring decisions, nor do we have effective programs to encourage employee movement and growth opportunities. Although we have streamlined some hiring procedures, i.e., clerical series, administrative analyst series, information technology series, etc., we must fundamentally change the way the City's classification, recruitment, hiring, and retention strategies operate to be competitive in a dynamic employment market.

Although the Bay Area's unemployment rate is currently at 3.2%, for the previous eighteen months it has been even lower at approximately 2.8%. The cost of housing in the Bay Area is extremely high. Although fiscally sound, our retirement benefits are not always competitive with other public jurisdictions. We have an aging workforce; the average age of our total workforce is 45.6 years' old. We are also beginning to see the early effects of retiring baby boomer-vacancies open for longer periods of time with inherent negative consequences for providing efficient public services.

2. How will the implementation of the MCCP proceed?

The MCCP will be implemented in two phases.

Phase 1 involves the movement of MEA-represented Special Assistants into the appropriate MCCP classification. Employees will be appointed into the MCCP on a provisional or exempt basis depending upon whether their described duties are subject to the civil service system.

Departments will shortly receive a Notice of Preliminary MCCP Allocation that will list their MEA Special Assistants and provide direction on how to complete requisition and appointment processing documents **required** to make the transition effective by July 1, 2001.

Phase 2 – During June 2001, the City and MEA will begin meeting to discuss the ground rules for including all MEA-represented positions into the MCCP including, but not limited to, salary ranges, salary administration rules, and program design. The classification structure is under the jurisdiction of the Civil Service Commission and allocation within the structure itself would not be a subject of discussion. If the meet and confer process is successful, the Board of Supervisors must approve any economic enhancements.

DHR would then begin a Department-by-Department review of the duties and responsibilities of management positions on an interactive basis seeking input from the department head and incumbents. In accordance with existing CSC Rules, final DHR allocations may be appealed to the Civil Service Commission. Depending upon the approved level of funding to support this project, DHR is anticipating an aggressive schedule requiring the completion of the final classification allocations for all Departments one year from the date that the negotiated ground rules are in place.

3. May I decline to have my position reclassified?

By agreement with MEA, all Special Assistant positions will be preliminarily classified into the MCCP effective July 1, 2001. The ground rules for moving other MEA-represented employees into the MCCP has not yet been completely determined.

4. What are the classification levels in the MCCP?

There are twelve (12) Manager, five (5) Deputy Director, and five (5) Department Head job codes.

5. Are the salary ranges for these classifications different from the traditional 5-step range?

The current proposed salary ranges for each level have a 7-step range at approximately 5% intervals. The City and MEA will negotiate possible range extensions beyond step 7, as well as the methodology of progression on extended ranges consistent with contemporaneous best compensation practices.

6. What is the difference between provisional and exempt employment status?

The City's Charter states that all positions are subject to the civil service hiring procedures unless specifically exempted.

The Charter also lists specific positions that are exempt from the civil service hiring procedures (physicians, attorneys, etc.) or establishes categories of exemptions (department heads, deputies, commission secretaries, etc.). The department head is responsible for determining minimum qualifications and selection procedures for exempt positions. When hired, exempt employees serve at the pleasure of the appointing authority or department head.

When a position is subject to civil service hiring procedures and no eligible list is available, departments may fill positions on a "provisional" or "temporary" basis. The Charter limits provisional employment to a maximum of three (3) years. Eligible lists are established after a formal, civil service recruitment and testing process.

7. I am a Special Assistant. My job has grown a lot over the past year, and I know that my department has been planning to have my job level reviewed. However, the request has not yet been sent to DHR. Will I be able to move over to the MCCP at a higher level?

No. Preliminary allocations have already been made based upon information on file at DHR as of May 11, 2001. One reason that the allocations are preliminary is that they have been established without input from the departments and incumbents. Once we are able to proceed, DHR will review the duties of each position and confirm whether or not this information is consistent with the information we have on file. During the review, we will solicit input from the department head and incumbents to determine whether or not the preliminary allocation is appropriate. Preliminary allocations may be revised based upon new information.

8. I am a Special Assistant, and I've worked as a Financial Manager for more than 20 years. In my current department my actual working title is "Manager, Finance and Accounting." Will I be required to use the general job title Manager IX?

No. You may continue to use the working title.

9. I am on leave from my permanent civil service classification working as a Special Assistant. If my Special Assistant position is preliminarily allocated into the MCCP, will I lose my rights to my permanent classification?

No. When you move into the MCCP on July 1, 2001, you will remain on leave from your permanent classification.

10. Where can I find more information about the MCCP?

This FAQ contains the most current information available about the MCCP. DHR is developing a communication plan that will enable employees to keep informed as the implementation process proceeds once Phase 2 ground rules have been approved. However, if you have general questions about the MCCP, submit your question(s) on e-mail to Bob Pritchard (robert_pritchard@ci.sf.ca.us) or Suzette Love (suzette_love@ci.sf.ca.us) at DHR.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR NO. 16-01

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JUN 19 2001

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Date: June 13, 2001

To: Department Personnel Officers
Departmental Personnel Representatives
Payroll and Personnel Clerks

From: Andrea R. Gourdine
Human Resources Director

Subject: **Transition of Municipal Executives' Association (MEA)-represented Special Assistants to the New Management Classification/Compensation Plan (MCCP) Job Codes**

Current MEA-represented Special Assistant (Classes 1372 through 1381) will be transitioned to a new MCCP job code based upon a preliminary review of existing classification documentation at the Department of Human Resources (DHR). This memorandum details the procedures you should follow in order to transition MEA-represented Special Assistants to the new management job codes in the MCCP effective July 1, 2001. All budgeted Special Assistants have been substituted to the new MCCP job codes in the FY 2001/02 budget. (Appointment processing documentation (Forms AP and SR) is due on June 25, 2001 (see Section VI)). For important information, please see page 6.

The **Notice of Preliminary MCCP Allocation (NPMA) form** lists all MEA Special Assistants in your department who must be transitioned into the MCCP effective July 1, 2001 per the agreement with MEA. Departments must call Suzette Love on 415-557-4877 and provide a department contact name, contact telephone number, and fax number in order to receive the department's NPMA form. The information provided on the NPMA includes:

Current information on each employee	Employee Social Security Number Employee Name Current Class Current Department Requisition Number Current Status Current exempt category (if applicable)
Preliminary transition information for each employee	New Job code New Job title New status New exempt category (if applicable)

Unless further clarifying information is received from departments, special assistant positions marked by an asterisk may not qualify for final MCCP allocation.

Important Note: Please review the Notice of Preliminary MCCP Allocation form carefully. If the information provided does not agree with your departmental information, contact Suzette Love at 415-557-4877 or Bob Pritchard on 415-557-4806.

The Board of Supervisors' Finance Committee has indicated that it may withhold special assistant salary funds on reserve pending DHR's ability to determine whether or not each special assistant position should be provisional or exempt. Therefore, it is critical that you respond to the following request in a timely manner.

If you believe that the preliminary status (PV, exempt) is inaccurate, please respond to the MCCP Implementation Team by **July 16, 2001**, providing an explanation of why you disagree with the preliminary status designation. This should not prevent you from completing the preliminary transition of special assistants to the new MCCP job codes. Information on the preliminary status (PV, exempt) should be sent to:

DHR Attn: Bob Pritchard
MCCP Implementation Team
44 Gough Street
San Francisco, CA 94108

Processing the transition documents:

I **Requisitions:**

Departments will be required to submit new requisitions using the preliminary job codes provided on the NPMA for all existing MEA-represented Special Assistants. No requisitions should be issued as a permanent requisition (P-req). All MCCP transition requisitions will be either DP, PE, or TE depending upon the status provided on the NPMA. **Issue draft requisitions only.**

If Current requisition is:	Issue new requisition as:
TE requisition	TE requisition
PV requisition	PV requisition
PE requisition	PE requisition if exempt DP requisition if provisional

Currently, all requisitions must be tx'd to the current requisitions funding source. When the new budget is approved, a new requisition reflecting the new funding source will need to be issued. Although MEA-represented Special Assistant positions listed in the budget have already been changed in your BPREP information, all requisitions must continue to be funded by the original source utilized for the originally budgeted Special Assistant class pending Board of Supervisors approval of the City budget.

When drafting the requisition to transition the special assistant, indicate the requisition number being replaced on the "**CONDITIONS**" panel, also indicate the special assistant's name and social security number on the "**VICE**" panel. In the "**hold for**" area of this panel indicate "New Hire" and in the "Details" section, type "Hold for MCCP transition."

II Referral:

No referral process is required at this time since no permanent appointments will be made.

III Appointments:

Since non-standard processing steps are required, the following procedure should be followed:

1	Draft new requisitions based upon the NPMA form information, but do not submit the requisition at this time.
2	Use the new DHR requisition number to appointment process employees into the new MCCP job code.
3	As soon as possible, submit Appointment Processing (AP) and Separation Reports (SR) to Suzette Love at 44 Gough Street. Appointment Processing and Separation Reports must be received by Suzette no later **than June 25, 2001.** After review, these forms will be provided to Retirement, DHR's Health Services, and Referral team for implementation. **DO NOT SEND THESE FORMS TO THE DHR'S REFERRAL UNIT, AS IS THE STANDARD PROCESS.**
4	When review is complete, departmental contact will be notified when to submit the requisition(s) for approval.

Notes concerning Appointment Processing

1	Departments must complete an Appointment Processing form for each Special Assistant employee transitioning to a new MCCP class.
2	There are no PCS incumbents in the Special Assistant classes, therefore no PCS appointments are to be made in the MCCP at the present time—only exempt or provisional appointments will be processed
3	For all appointments, enter the employee's new DHR RQ Number generated on PeopleSoft by the draft requisition.
4	Existing PV MEA Special Assistants will be appointed PV to the new MCCP job code (See Section V below).
5	Existing Temporary Exempt MEA Special Assistants will be appointed Temporary Exempt to the new MCCP job code.

6	Existing Permanent Exempt MEA Special Assistants will be appointed either PV or Exempt. The Notification of Preliminary MCCP Allocation form provides the status information. Departments should contact Suzette Love on 415-557-4877 if they feel there is a reason not to issue the requisition as requested on the Notification of Preliminary MCCP Allocation form.
7	At the bottom of the form, enter the effective Start Work "(S/W) Date:" as "July 1, 2001," and be sure to provide gender and ethnicity information.
8	For MCCP transition appointments only, Retirement and DHR's Health Services will not require the employee to physically come to their office, although a paper process will be required. This process will be managed by the MCCP Implementation Team and will utilize the Appointment Processing forms submitted by departments. It is critical that these forms are received by Suzette Love, 44 Gough Street, as soon as possible, but **no later than June 25, 2001.**

IV Separations:

A Separation Report must be completed for each current special assistant employee being transitioned to the MCCP. The following information is required on the form:

Form Section	**Entry**
Effective Date	"COB 6/30/2001"
Is this a complete separation from CCSF service?	Check "No," enter new job code number and the status of the employee (either PV or Exempt)
Type of Separation	Use category 3, "Resignation," check "To accept another CS position". The section of the form on whether or not this is a complete separation from city service also needs to be appropriately completed. Mark that this is not a complete separation from city service and that this is accepting other employment.

V Oral Authorizations:

IF…	Then…
Employee currently has an MEA-represented Special Assistant provisional appointment	A new OA number should be requested effective 7/1/01 by contacting your normal DHR EEO contact.
Employee currently has an MEA-represented Special Assistant exempt appointment BUT will be appointed provisionally to the new MCCP class	A new OA number should be requested effective 7/1/01 by contacting your normal DHR EEO contact.

In both cases, your DHR EEO contact will have a list of names derived from the NPMA information. If you request an OA number for anyone who is not on the list, you will be referred to the MCCP Implementation Team.

VI Submitting the Forms:

Requisitions are to be submitted on PeopleSoft. Appointment and Separation papers must be submitted as soon as possible but not later than June 25, 2001, together to: Attn: Suzette Love DHR MSS, MCCP Implementation Team, 44 Gough Street. DHR will track all departmental requisitions to ensure compliance with MEA agreement.

VII PAR and PPSD Information:

The Controller's PPSD has cooperated fully with the implementation of this project. The salary schedules for the new MCCP job codes have been provided to PPSD for implementation into their payroll systems. Departments must submit revised PAR's that reflect the changes in this transition (i.e., job code, requisition number, appointment type, and salary step.) Although the hourly rate will remain the same for each employee, the salary step will change because of the seven (7) step range for the new job codes. The new Salary Schedules are attached to this e-mail. Revised PAR's must be submitted to Controller's PPSD by **July 9, 2001**.

Merit Step Increases:

Step increment advancement shall be based upon the employee's anniversary date in the former Special Assistant class. No current MEA-represented Special Assistant will receive less than his or her June 30, 2001, salary rate as a result of the preliminary allocation.

Since the new salary schedule has a 7-step range, the equivalency table below should assist you in determining the new salary step.

If the Current Special Assistant Step is:	Then the New MCCP Job Code Step will be:
1	3
2	4
3	5
4	6
5	7

For any MEA-represented special assistants currently receiving supervisory differential or a non-standard pay rate, please submit PARS with appropriate approvals.

Any exceptions listed on the NPMA have additional PARS information. If you have questions on the exceptions please contact Bob Pritchard on 415-557-4806.

IMPORTANT INFORMATION:

1. Departments must contact Suzette Love and provide a department contact name, telephone number and fax number to receive the NPMA (preliminary allocation) form.

2. Requisitions must be drafted but not submitted until directed to do so by the MCCP Implementation Team.

3. Appointment and Separation papers must be prepared, employees processed, and the forms provided to Suzette Love no later than June 25, 2001, in order to assure the proper processing with Retirement and DHR's Health Services.

4. If the NPMA form conflicts with departmental information, contact Suzette Love on 415- 557-4877.

5. Employees on leave should be transitioned and new leave forms submitted.

6. Any unfilled MEA-represented Special Assistants should be added by the department to the NPMA list by contacting Suzette Love on 415-557-4877. Preliminary allocation information will be provided to the department and these special assistant requisitions will be cancelled by DHR when the new requisition is approved.

7. If the department disagrees with the employee status allocation, a response to the MCCP Implementation Team must be submitted by July 16, 2001. The Board of Supervisors' Finance Committee has indicated that it may withhold special assistant salary funds on reserve pending DHR's ability to determine whether or not each special assistant position should be provisional or exempt. Therefore, it is critical that you respond in a timely manner.

Special Assistant Class Conversion
Wage Schedule FY2001/02
Including COLA

Classes	Title	Union Code	Grade	Step 1 Hourly	Step 2 Hourly	Step 3 Hourly	Step 4 Hourly	Step 5 Hourly	Step 6 Hourly	Step 7 Hourly
July 1, 2001 Rate										
0911	Manager I	351	0911C	22.3375	23.4500	24.6250	25.8625	27.1500	28.5125	29.9375
0912	Manager II	351	0912C	24.1500	25.3500	26.6250	27.9500	29.3500	30.8250	32.3625
0913	Manager III	351	0913C	25.9875	27.2875	28.6500	30.0875	31.5875	33.1750	34.8250
0921	Manager IV	351	0921C	27.9500	29.3500	30.8250	32.3625	33.9875	35.6875	37.4625
0922	Manager V	351	0922C	29.6375	31.1250	32.6750	34.3125	36.0250	37.8375	39.7250
0951	Deputy Director I	351	0951C	29.6375	31.1250	32.6750	34.3125	36.0250	37.8375	39.7250
0923	Manager VI	351	0923C	31.8875	33.4875	35.1625	36.9125	38.7625	40.7000	42.7250
0931	Manager VII	351	0931C	34.3125	36.0250	37.8375	39.7250	41.7125	43.7875	45.9875
0952	Deputy Director II	351	0952C	34.3125	36.0250	37.8375	39.7250	41.7125	43.7875	45.9875
0932	Manager VIII	351	0932C	36.9125	38.7625	40.7000	42.7250	44.8625	47.1125	49.4625
0961	Department Head I	351	0961C	36.9125	38.7625	40.7000	42.7250	44.8625	47.1125	49.4625
0933	Manager IX	351	0933C	39.7375	41.7125	43.7875	45.9875	48.2750	50.7000	53.2250
0941	Manager X	351	0941C	42.7250	44.8625	47.1125	49.4625	51.9375	54.5250	57.2625
0953	Deputy Director III	351	0953C	42.7250	44.8625	47.1125	49.4625	51.9375	54.5250	57.2625
0942	Manager XI	351	0942C	45.6625	47.9500	50.3500	52.8625	55.5000	58.2750	61.1875
0962	Department Head II	351	0962C	45.6625	47.9500	50.3500	52.8625	55.5000	58.2750	61.1875
0954	Deputy Director IV	351	0954C	48.6000	51.0250	53.5750	56.2500	59.0625	62.0125	65.1125
0963	Department Head III	351	0963C	48.6000	51.0250	53.5750	56.2500	59.0625	62.0125	65.1125
0943	Manager XII	351	0943C	51.8125	54.4000	57.1250	59.9875	62.9875	66.1375	69.4500
0955	Deputy Director V	351	0955C	51.8125	54.4000	57.1250	59.9875	62.9875	66.1375	69.4500
0964	Department Head IV	351	0964C	55.7250	58.5125	61.4375	64.5125	67.7375	71.1250	74.6750
0965	Department Head V	351	0965C	69.4375	72.9125	76.5625	80.3875	84.4125	88.6250	93.0625

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6/27/01

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 17 - 01

BOX 41 M-2 * A-1 *
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Date: June 27, 2001

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - MCCP**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignments for the Management Classification and Compensation Plan (MCCP) are hereby determined as indicated below. These assignments are effective ***July 1, 2001.***

Classification	Unit Assignment	Certified Representative
0951 Deputy Director I	EM	Municipal Executives' Association (MEA) ECG:351
0952 Deputy Director II	EM	"
0953 Deputy Director III	EM	"
0954 Deputy Director IV	EM	"
0955 Deputy Director V	EM	"
0961 Department Head I	EM	"
0962 Department Head II	EM	"
0963 Department Head III	EM	"
0964 Department Head IV	EM	"
0965 Department Head V	EM	"
0911 Manager I	M	"
0912 Manager II	M	"
0913 Manager III	M	"
0921 Manager IV	M	"

- continued -

0922 Manager V	M	Municipal Executives' Association (MEA)				ECG: 351
0923 Manager VI	M	"	"	"	"	"
0931 Manager VII	M	"	"	"	"	"
0932 Manager VIII	M	"	"	"	"	"
0933 Manager IX	M	"	"	"	"	"
0941 Manager X	M	"	"	"	"	"
0942 Manager XI	M	"	"	"	"	"
0943 Manager XII	M	"	"	"	"	"

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the assignments and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 107, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 30 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Sheldon Martin, CSC
Harold Guetersloh, Controller
Pamela Levin, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Donald Mayeda, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Yvonne Hudson, Health Service System
Diana Ferrrari, Health Service System
Sandi Lockwood, Health Service System

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 18 - 01

Date: July 13, 2001

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990 and Section 1.A.2. *Placement of New Classifications* of the Service Employees International Union (SEIU), Locals 250, 535 and 790 Memorandum of Understanding, the following new jobcode is hereby assigned to a bargaining unit as indicated below. This assignment is effective the date that the jobcode was established, ***June 25, 2001.***

Jobcode	Unit Assignment	Certified Representative
7431 Communication System Equipment Installation Technician	1 - C	United Public Employees, Local 790, SEIU (EGC:0790)

By copy of this memorandum it is requested that departments with employees in the affected jobcode notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a

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hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned jobcode from the effective date of the assignment.

cc: Kate Favetti, CSC
Sheldon Martin, CSC
Pamela Levin, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Donald Mayeda, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Yvonne Hudson, Health Service System
Diana Ferrari, Health Service System
Sandi Lockwood, Health Service System

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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DHR Memorandum # 19-01

DOCUMENTS DEPT.

SEP 14 2001

SAN FRANCISCO
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TO: Appointing Officers
Personnel Officers
Personnel Representatives

FROM: Geoffrey Rothman, Acting Director of Human Resources

DATE: September 12, 2001

RE: Employee Compensation for September 11th, 2001

In the wake of yesterday's tragic events on the East Coast, the following is intended to provide information and instruction to departments regarding employee compensation for September 11th, 2001.

The Mayor declared a limited emergency on September 11th, 2001 resulting in the closure of most city offices and suspension of city services on that date. Most city employees either did not report for work or were released if they came to work.

First and foremost, we ask that Departments be sensitive to the emotional impact of yesterday's tragedy and be cognizant that many of our employees may have suffered personal losses. We urge Departments to accommodate employees in these circumstances.

With three general exceptions described below, all employees for whom September 11th was a scheduled work day should be compensated at their normal day's wage rate, inclusive of regularly scheduled premiums. (Ex: If an employee regularly works a night shift, that employee should be compensated at their normal day's wage rate plus any night shift premium.) Employees on pre-approved leave should be compensated based on the type of approved leave. (Ex. If an employee is on vacation or floating holiday, payment should be reported as vacation or floating holiday.)

The only exceptions are for emergency, essential and MTA personnel who were scheduled to report to work but failed to do so without appropriate release. Emergency services include selected Police, Fire, Sheriff, '911', DPH, and DPT personnel. All employees in these groups should be paid in accordance with the provisions of their respective memoranda of understanding.

This memorandum is intended to cover shifts beginning at 6:00 am on September 11th, 2001 and ending at 8:00 am on September 12th, 2001.

There may be some special shifts and individual circumstances which do not conform to these general instructions, and which will need to be evaluated on a case-by-case basis. We ask that departments use discretion in the application of these directions to specialized circumstances. Please contact me at 557-4911 or by email if you have further questions or require assistance in evaluating unique situations.

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

9/14/01
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DHR MEMORANDUM 20-01

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SEP 18 2001

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DATE: September 14, 2001

TO: All Appointing Officers

FROM: Geoffrey Rothman, Employee Relations Director

SUBJECT: California Public Employee Relations Board (PERB)

Effective July 1, 2001, PERB now administers certain provisions of the Meyers Milias Brown Act, which governs labor relations in public sector agencies in California. PERB has assumed responsibility for the investigation and adjudication of charges of unfair labor practices ("ULP's"). ULP's can be filed against either the employer or an employee organization. The most common charges of unfair practices involve:

- unilateral changes without meeting and conferring in good faith;
- discrimination or retaliation based on union activity;
- bad faith bargaining and failure to participate in good faith in any mandatory impasse procedure;
- denial of the union's right of access to employees; and
- interference with employee's protected rights.

The unfair practice process begins when an unfair practice charge is filed in one of PERB's regional offices. A charge may be filed by a union or by an individual employee. If, after investigation, the Regional Attorney or Board agent investigating the charge concludes there is a *prima facie* case (i.e. a violation would exist assuming all the charging party's allegations to be truthful), PERB will issue an unfair practice complaint. If the charge does not state a prima facie case, it will be dismissed. About half of all unfair practices result in issuance of a complaint. The normal time period for investigations is about 60 days.

After a complaint is issued, PERB schedules a settlement conference in an effort to facilitate resolution of the complaint. Failing settlement, the case is set for hearing before an ALJ. The losing party then has a right to appeal to the PERB Board. PERB Board decisions may be appealed to the California Court of Appeals.

In order to respond to these types of charges in a consistent and orderly manner, we ask that you forward a copy of charges or other documents or communications related to PERB proceedings to Phil Ginsburg of the City Attorney's Office. Phil can be reached as follows:

Phil Ginsburg
Deputy City Attorney
1390 Fox Plaza – Ste 500
San Francisco, CA 94102
(415) 554-3982

GR:az

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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DHR 21-01

DHR MEMORANDUM 21-01

DOCUMENTS DEPT.

SEP 25 2001

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Date: September 21, 2001

To: Appointing Officers
Personnel Officers
Personnel Representatives

From: Geoffrey Rothman
ERD Director

Subject: IFPTE, Local 21 & UAPD Education and Career Development Reimbursement Program

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The City, in its labor contracts with IFPTE Local 21 and UAPD, has created a new program for the reimbursement of job-related education and career development expenses. This memo is intended to describe the program and steps to obtain reimbursement.

I. Program Details

The new program increases the total union funds available for this program and broadens the categories of expenses that can be reimbursed.

- Covered expenses include fees and tuition for external training programs and internal training programs, such as those through DHR's Training & Organization Development unit (TOD), professional conferences, and professional association memberships.
- Expenses for travel, lodging and food are not reimburseable.

UAPD
- Employee allocation per fiscal year under *UAPD* is a maximum of $500.

Local 21
- Employee allocation per fiscal year under *L 21* has increased to a maximum of $1,000.
- For *L 21* employees, professional licenses are also covered.

II. Steps to Obtain Reimbursement

The new procedures for reimbursement through this program are explained below:

Employee Steps
1) Employee obtains approval for the proposed expense from their appointing officer or designee before they make payment. This is a reimbursement program, and **no advance payment is possible**.
2) Employee completes the ***Employee Development Fund Reimbursement Request Form***. (Forms are available on-line at www.ci.sf.ca.us/dhr)
3) Employee submits completed request form with original receipt(s) to the appointing officer or designee for approval. If the expense is related to approved training, employee also submits evidence of successful completion.

- Continued on Reverse Side -

Department Steps

1) Appointing Officer/Designee approves and signs the request form.
2) Department tracks requests to ensure that individual fiscal year limits are not exceeded.
3) Department retains copies of the approved reimbursement request in the department.
4) Department submits **originals** of the completed form and receipts to the **Department of Human Resources, Attn: DHR Accounting**.

An expense may be approved by an appointing officer but denied for payment if the union's reimbursement funds have been exhausted. ERD will advise departments regularly of fund balances.

Reimbursement checks are issued by the Office of the Controller and are mailed to the employee's home address.

If you continue to have questions regarding the process, please contact Donna Marchuk at 557-4897.

Cc: David Novogrodsky, IFPTE, Local 21
Al Groh, UAPD

Employee Development Fund Reimbursement Request Form

For employees represented by IFPTE, Local 21 and UAPD only

Submit completed form(s) to department appointing officer or authorized designee for approval and certification that reimbursement is within annual fund limit. Approved request forms are to be forwarded to the **Department of Human Resources, Attn: DHR Accounting** accompanied with expense receipts. Requests for tuition reimbursement must be accompanied by evidence of successful completion. See reverse side for limits, restrictions, or other provisions that may apply.

I. Employee Information

Print Name *(last, first)* | Social Security No. | Date of Request

Home Address | City, State, Zip Code | Daytime telephone

Department No., Name, and Division

Job Class No. and Title

(NOTE: UAPD employees must work 20 hours or more a week.)

II. Employee Development Information (check one: □ IFPTE Local 21 □ UAPD)

- □ Course Tuition
- □ External training programs
- □ Internal/DHR Training & Organization Development (TOD) programs
- □ Professional conferences
- □ Professional association memberships
- □ Professional licenses (IFPTE Local 21 only)

Amount to be Reimbursed ***(receipts must be attached)*** | Date(s) of course/seminar *(if applicable)* | Duration of membership, license, program *(if applicable)*

Employee's signature | Date | Supervisor's signature | Date

III. Departmental Approvals

By signature of the appointing officer or authorized designee, certification is made that the employee's reimbursement request is approved and the amount does not exceed the annual fund limit as described in the respective MOU.

$

Employee's Annual Fund Balance

Appointing officer or authorized designee's signature | Date

IV. Department Distribution

- □ Original with receipts to Department of Human Resources, Attn: Accounting
- □ Copies to:
  - □ Employee
  - □ Departmental Employee Development File

DHRERD 9/01

-Read Reverse Side for Important Information-

Excerpt from IFPTE, Local 21, Memorandum of Understanding effective July 1, 2001-June 30, 2003:

Employee Development Fund

"The City shall budget $250,000 during each year of this agreement for employee training, education and development.

Until such funds are exhausted, and subject to approval by the appointing officer or appropriate designee, an employee may utilize up to a maximum of $1,000 per fiscal year for tuition, internal or external training programs, professional conferences, professional association memberships and desired licenses relevant to the employee's current classification. Solely at the discretion of the appointing officer or designee, such funds may be supplemented with department funds budgeted for training.

These funds may not be used for travel, lodging or food. Unused funds shall not carryover beyond the expiration of this MOU.

Employee shall not be required to utilize these funds for Department-mandated training."

Excerpt from UAPD Memorandum of Understanding effective July 1, 2001-June 20, 2003:

Employee Development

"The City shall budget Eighty-three Thousand Five Hundred Dollars ($83,500*) during each year of this Agreement for employee training, education, and development. Eligibility for Employee Development funds is limited to employees working twenty (20) hours or more per week.

Until such funds are exhausted, and subject to approval by the Appointing Officer or appropriate designee, an employee may utilize up to a maximum of $500 per fiscal year for tuition, internal or external training programs, professional conferences and professional association membership relevant to the employee's current classification. Solely at the discretion of the Appointing Officer or designee, such funds may be supplemented with department funds budgeted for training.

These funds may not be used for travel, lodging or food.

*The amount of the fund covers both Unit 8-CC and Unit 11-AA."

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Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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OCT 29 2001

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MEMORANDUM
DHR No. 22-01

DATE: October 25, 2001

TO: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: **MILITARY LEAVE**

General Provisions:

Military leave is governed by applicable Federal and State laws, Charter provisions, and Civil Service Commission Rules. Military leave is a leave that must be granted for the duration of the employee's military service. Leaves of absences shall be granted to officers and employees for service in the armed forces of the United States or the State of California, or for service on ships operated by or for the United States government in the time of war.

Overview:

This document gives information about military leaves under current, standard provisions. In addition to these standard provisions, the Board of Supervisors is considering legislation introduced by the Mayor's Office which would supplement the pay and benefits of eligible employees called to active military duty in accordance with Charter Section A8.400(h). The Department of Human Resources will issue additional information if the ordinance is passed by the Board of Supervisors.

There are two types of leave related to an employee's military duty:

- temporary military leave for a scheduled time period, less than 180 calendar days (usually 2 - 4 weeks), and
- other than temporary military leave exceeding 180 calendar days.

Temporary military leave is military leave that does not exceed 180 calendar days and "other than temporary" military leave is defined as exceeding 180 calendar days (California Military and Veterans Code, Section 395).

Before processing a request for military leave, the department must determine the length of the tour of duty for the employee's military leave, and if an ordinance relating to military leave is in effect. Departments must follow established standard procedures for military leave unless there is an ordinance in effect and the employee qualifies for the provisions stated in the ordinance.

Request for Leave Form (DHR 7-20):

The employee submits a completed Request for Leave form (DHR 7-20) for military leave and copies of his/her official orders to report for active duty. The department can accept a copy of an "electronic order" which is a computerized form and will not have the military Commanding Officer's signature. Orders usually state that the employee's military status has changed from inactive to active, and direct the employee to report on a specific date and time to a particular location for military purposes. In the event that the military gives the employee short notice, e.g. 24-hours, to report for active duty, he/she must mail or fax the military orders to the department's Human Resources office as soon as possible. The department's Human Resources office prepares the Separation Report and types in the effective date of the orders as the start date, and the end date. If there is no end date specified, then type in "indefinite" as the end date. The department signs Section III of the Request for Leave form.

After verifying that the employee is eligible for military leave pay (30 calendar days of salary), the department's Human Resources offices forwards a copy of the employee's Request for Leave form and copies of the official orders to the department's Payroll office. The Payroll staff processes the payment of salary. Payroll can only process the employee's military leave pay if there is a copy of the official orders.

The department also distributes the Separation Report, copies of the Request for Leave and copies of the orders to: Jonathan Nelly at the Internal Services Unit, Department of Human Resources; Susann Rodriguez-Corns at Health Service System; and Maria Newport at Retirement System.

The period of the leave shall not exceed three (3) months after the conclusion of this service, but not later than one (1) year after the cessation of hostilities. The exception is in the case of a disability incurred while in active military service when such disability extends beyond such period. (CSC Rule 120.25.3)

Upon return from the military leave, the employee must submit a copy of the discharge and release papers. (CSC Rule 120.25.6)

Master List of City Employees on Military Leave:

Send Separation Reports, copies of the Request for Leave form and official orders for military leave to Jonathan Nelly in the Internal Services Unit, DHR, at (415) 557-4829. The Unit will maintain a master list of City employees on military leave.

Salary while on Military Leave:

Determining Eligibility

The department's Human Resources office determines if the employee is eligible for salary (military leave pay) while on leave.

Temporary Military Leave (does not exceed 180 calendar days)

Eligibility for the thirty (30) calendar days salary is based on the:

- employee's start work date for continuous employment with City or any other public agency (including the military), and
- length of the tour of duty stated on the initial military orders.

An employee is eligible for the thirty (30) calendar days of salary if:

- he/she has been employed by the City or any other public agency (including the military) for at least one (1) year continuously prior to the start date of the temporary military leave, and
- the employee's initial military orders state that the tour of duty is for temporary military leave (does not exceed 180 calendar days).

Public agencies include the state, a county, city and county, city, municipal corporation, school, irrigation, or water district. (California Military and Veterans Code Section 389 c).

For example, during the past year, a current City employee who worked for San Mateo County for seven (7) months and has five (5) months of service with the City, would be eligible for the thirty (30) calendar days of salary if the military leave request does not exceed 180 calendar days. (CSC Rule 120.25.7).

Military Leave that Exceeds 180 Calendar Days

If the employee's initial military orders state that the tour of duty is more than 180 calendar days and the employee has been employed by the City for at least one (1) year continuously prior to the start date of the military leave, then he/she receives the thirty (30) calendar days salary from the City. (California Military and Veterans' Code Section 395.02).

After expiration of thirty calendar days of military leave pay an employee may request additional paid-time off, specifically, vacation, compensatory time, floating holiday, and/or in-lieu holiday.

Paying Salary

An eligible employee will receive his/her regular salary or compensation for a period (1) not to exceed thirty (30) calendar days of military leave in any fiscal year or (2) not more than thirty (30) calendar days during any period of continuous military leave. This salary is in addition to the pay that the employee receives from the military service while on active duty.

After verifying that the employee is eligible for military leave pay (30 calendar days of salary), the department's Human Resources offices forwards a copy of the employee's Request for Leave form and copies of the official orders to the department's Payroll office. The Payroll staff processes the payment of salary. Payroll can only process the employee's military leave pay if there is a copy of the official orders. Each department is responsible for ensuring that military leave pay does not exceed the allowable 30 calendar days.

Accrual of Vacation and Sick Leave:

An employee who is eligible to receive 30 calendar days of military leave pay will also accrue sick leave and vacation during that time period. If the employee requested and his/her supervisor approved the request for additional paid time off, specifically, vacation, compensatory time, floating holiday, and/or in-lieu holiday, then the employee will continue to accrue sick leave and vacation for the approved additional paid time off.

Payroll Codes:

The code MP = Military Leave Pay is used to pay an employee for the work hours that occur during the first thirty (30) calendar days of a military leave. Military leave that exceeds the first thirty (30) calendar days is unpaid, unless the employee requests and his/her supervisor approved the use of other accrued paid leave such as vacation, compensatory time, floating holiday, and/or in-lieu holiday.

After the first thirty (30) calendar days of MP, payroll uses the code ML = Military Leave Without Pay to post the work hours that occur on the 31st and subsequent days of a military leave, unless the employee requested and was approved to use other accrued paid time, such as vacation, floating holiday, compensatory time, and/or in-lieu holiday.

Benefits from the Health Service System:

While the employee is on military leave, the City will continue to make contributions on behalf of an employee previously enrolled in a health plan with the City and County Health Service System. The employee and their dependents can elect to continue to be covered as long as the employee pays for any required employee contribution. An employee who currently has a payroll deduction to cover health benefits should contact the Health Service System office to discuss payment options. In order to insure uninterrupted coverage, the employee's portion of the premium payments must be paid each month.

An employee who wishes to be exempted from health coverage during military leave must visit the Health Service System office and complete an Application for Exemption form. An employee who elects to be exempt from health coverage during military leave, upon return to work, must contact the Health Service System immediately to reinstate his/her coverage.

An employee may contact or visit the Health Service System office at 1145 Market Street, 2nd floor, (415) 554-1746, Monday - Friday, 8:00 a.m. to 4:45 p.m.

Benefits from Retirement:

If an employee continues to make the required contribution to the Retirement System while on military leave, he/she will receive credit for service for the purpose of computing the benefit (pension) to which he/she is entitled. An employee who has questions regarding employee contributions, updating beneficiary and/or mailing address is encouraged to contact the Retirement System office. An employee may contact or visit the Retirement System office at 30 Van Ness Avenue, Suite 3000, (415) 487-7030, Monday - Friday, 8:00 a.m. - 5:00 p.m.

Public Employees Retirement System (PERS):

An employee who has his/her retirement plan administered by Public Employees Retirement System (PERS) may contact PERS at (415) 369-8500 for information about benefits.

Entitlements for Permanent (PCS) Employees:

Any officer or employee on military leave, who was appointed to a permanent position prior to the start of the military leave, will be entitled to resume such position at the expiration of the leave. The employee will also be granted rights, seniority, salary, and otherwise which was accrued during the leave. For example, if the employee's salary step increase was scheduled to occur during the time the employee was on leave, upon the employee's return, the employee will be placed at the appropriate step as if the employee had been working. In addition, the period of the military leave shall be considered and accounted as part of the employee's City service. (CSC Rule 120.25.5)

Entitlements for Non-Permanent (PCS) Employees:

For the duration of his/her appointment, a provisional, exempt, or temporary employee will be granted rights, seniority, salary, and otherwise that would have been accrued if the employee had been working. If an employee's appointment expires prior to his/her return to work, then departments must review each case individually to determine what options are available to the employee according to applicable CSC Rules, and DHR policies and procedures.

Probationary Period:

If an employee is called to active duty while serving a probationary period, the employee's probationary period will be extended for time off for the military leave (CSC Rule 117.2.2). The department must notify the employee that the probationary period will be extended.

Eligibles on a Certification / Referral:

Once notified by the department's Human Resource office, the Internal Services Unit, DHR, will compile a list of all employees on military leave and provide this list to the Referral Unit. If an employee is an eligible on a civil service list, he/she does not need to contact DHR. The Referral Unit will check referrals against the list for names of employees on military leave. For specific information about an employee who is an eligible on a civil service list while on military leave, contact the DHR Referral Unit.

CSC Rule 120.25.9 addresses eligibles not reached for certification (referral) while in the service at the time of war. CSC Rule 120.25.10 addresses eligibles reached for certification (referral) while in the military service.

Candidates in an Examination Process:

In order to maintain examination rights, before leaving for his/her tour of duty, an employee on military leave must contact the exam analyst responsible for the examination if he/she is a candidate in a civil service examination. If the employee does not know the name and/or phone number of the exam analyst, he/she may call (415) 557-4800 to find out the name and/or phone number of the exam analyst.

CSC Rule 120.25.11 addresses participants in written examinations.

Language in the Local 21 MOU and the CBA for SEIU Locals 250, 535, and 790:

The Local 21 MOU and the CBA for Locals 250, 535, and 790 have provisions for military leave. The provisions are identical to the CSC Rule 120, Article VII: Military, War Effort and Sea Duty Leave. The military leave provisions in the Local 21 (2001 - 2003) MOU are located in the Appendix D Glossary on pages 3 and 4, and SEIU's (2000 - 2003) CBA provisions are on pages 81 and 82.

Replacement of Employees on Military Leave:

The employee's position may be backfilled according to the Charter, CSC Rules, and DHR policies and procedures.

Updating Personal Information:

The department's Human Resources office may remind each employee to update personal information such as home address, telephone number, emergency contact information, warrant designation form, retirement, deferred compensation beneficiaries, and other documents related to personal insurance.

Military Benefits and/or Entitlements:

An employee requesting information about military benefits and/or entitlements must contact the military personnel offices. Information about mortgages and other personal financial matters is available at www.HUD.gov.

Questions:

Please contact your Internal Services analyst for more information.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR NO. 23-01

DOCUMENTS DEPT.
OCT 11 2001
SAN FRANCISCO
PUBLIC LIBRARY

DATE: October 5, 2001

TO: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: **Family Medical Leave Act Semi-Annual Summary**

The Department of Labor requires employers to maintain Family Medical Leave Act (FMLA) records in accordance with the record keeping requirements of Section 11 (c) of the Fair Labor Standards Act (FLSA).

Each department is required to complete and submit to DHR's Internal Services Unit the FMLA Semi-Annual Summary in April and October of each year. Upon receipt of these summaries, DHR will compile the citywide statistics required by the Department of Labor.

The FMLA Semi-Annual Summary for the period April 1, 2001 - September 30, 2001 is due on Friday, October 26, 2001. Attached is a copy of the Semi-Annual Summary form. Please mail or FAX the completed summary to Elma Young, DHR's Internal Services Unit, 44 Gough Street (Department #33), FAX number 557-4868.

This memo and the Semi-Annual Summary form were also sent by e-mail to each department's FMLA coordinator.

If there are questions regarding the form, instructions, or procedures, please contact the DHR Internal Services analyst for your department: Gilda Cassanego at 557-4859, Jose Lebron at 557-4856, Emily Morrison at 557-4951, or Patricia Peters at 557-4848.

Thank you for your cooperation.

Attachment

FMLA Semi-Annual Summary
April 1, 2001 - September 30, 2001

Department Name _____
Department Number _____
Division/Bureau _____

Total number of requests		_____
Total approvals	=	_____
Number of a	=	_____
Number of b	=	_____
Number of c	=	_____
Number of d	=	_____
Total denials	=	_____
Number of 1	=	_____
Number of 2	=	_____
Number of 3	=	_____
Number of 4	=	_____

Signature of Human Resources Manager: _____

Print Name and Phone Number of Person Completing Report: _____

Send original to DHR #33, Internal Services
cc: Department's FMLA file

REASON CODES:

Approvals

a) Birth of the employee's child and to care for the newborn child.
b) Placement with the employee of a child for adoption or foster care, and to care for the newly-placed child.
c) To care for an immediate family member because such family member has a serious health condition.
d) Employee's own serious health condition that makes the employee unable to perform the functions of his/her position including an on-the-job injury or illness.

Denials

1) Employee exhausted FMLA Leave entitlement for the 12-month rolling period.
2) Reason for the request is not covered by FMLA.
3) Employee failed to provide required documentation/certification, or documentation/certification is incomplete.
4) Employee was not eligible for FMLA Leave at the time of the request.

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES
Andrea R. Gourdine, Human Resources Director

MEMORANDUM

DHR No. 24-01
via E-mail transmission

BOX 41 M-2 * A-1 *
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GOV. INFO. CENTER
100 Larkin Street
San Francisco, CA 94102

Date: October 12, 2001

To: Department Heads
Departmental Personnel Officers

From: Andrea R. Gourdine
Human Resources Director

SUBJECT: PRIORITIZATION OF PERSONNEL EXPENDITURES

The Mayor's Office will shortly begin the process of working with Departments to prioritize personnel expenditures. To facilitate this effort, we need to ensure that our records are as accurate as possible. Therefore, the Department of Human Resources has been directed to cancel requisitions that were issued prior to January 1, 2001 and remain unfilled. These requisitions will be canceled effective Monday, October 15, 2001.

Departments are encouraged to reexamine the relative importance of these cancelled requisitions in light of changing departmental priorities. Departments may resubmit those requisitions that are needed to address critical needs.

Finally, the Mayor's Office in consultation with department Finance staff has also rescinded approvals of selected requisitions that were approved after January 1, 2001.

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR NO. 26-01

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DATE: November 2, 2001

TO: Departmental Personnel Officers and Analysts
Personnel and Payroll Staff

FROM: Andrea R. Gourdine Andrea Gourdine/R
Human Resources Director

SUBJECT: Training for Unemployment Insurance Program

Internal Services has arranged for Gates McDonald, the City's third party administrator for unemployment insurance, to conduct training for personnel and payroll staff. The training will review:

- roles of the City and Gates McDonald,
- procedures for processing unemployment claims,
- basics of unemployment insurance,
- guidelines for documentation,
- preparation for an unemployment insurance hearing, and
- importance of the claims activity reports.

Personnel, payroll and clerical staff who complete unemployment insurance claim forms and/or attend hearings are encouraged to attend one of the following sessions:

Date: Monday, November 19th

Location: Main Library, Grove and Larkin Streets
Lower Level, Rooms L58A & L58B

Time: 9:30 am* to 11:00 am OR 1:00 pm to 2:30 pm

Training will begin on time. Registration will be 15 minutes before the training starts.

Please e-mail or call Jonathan Nelly at 557-4829 to confirm the number of attendees from your department and the time attending. Your RSVP will help us provide adequate seating and handouts for all participants.

* The library opens at 10 a.m. Please use the Grove Street entrance to enter the Library.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 27 - 01

Date: November 2, 2001

To: Departmental Personnel Officers
Departmental Personnel Clerks

From: Andrea R. Gourdine
Human Resources Director

Subject: Revised Employee Medical History Form

In coordination with the Occupational Health Service, Department of Public Health, attached is the revised Medical History Form (DHR 6-11a) to be completed by job candidates for the pre-placement medical examination. This new Medical History Form is effective immediately and must be used for all pre-placement medical examinations. Please discard all copies of the old form.

A limited number of additional copies of the form are available from the Department of Human Resources, 44 Gough Street, Lobby. Departments are authorized to reproduce copies of the form as necessary.

Please contact your Internal Services analyst if you have any questions, Gilda Cassanego at 557-4859, Jose Lebron at 557-4856, Emily Morrison at 557-4951, and Patricia Peters at 557-4848.

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Name	Class # and Title
Address	Department
City	Appointment Type (PSC,PV,LT,TCS,NCS,PE,TE)

A medical appointment has been scheduled for you on:

Day/Date Time

at:

Department of Public Health
San Francisco General Hospital Medical Center
Occupational Health Service (OHS)
Building 9, Room 115
1001 Potrero Avenue
San Francisco, CA 94110

(415) 206-6581

(SEE MAP ON REVERSE SIDE)

Please complete the attached Medical History Form in advance and bring it with you to your medical appointment. For those employees who have been examined at Occupational Health Service (OHS), completion of the attached Medical History Form is not required.

If you are unable to keep this scheduled medical appointment, it will be your responsibility to cancel this appointment a minimum of 48 hours in advance by calling OHS at the above telephone number. Cancellations with less than 48 hours notice are subject to documentation of necessity, e.g., medical certification of illness. You will be subject to the following actions if you fail to appear at a scheduled medical appointment ("no-show") or do not cancel with 48 hours minimum notice:

A. A no-show or late cancellation charge of $86.00. This fee is subject to change.

AND

No future medical examination appointment will be scheduled until this fee is paid to the Department of Human Resources.

AND

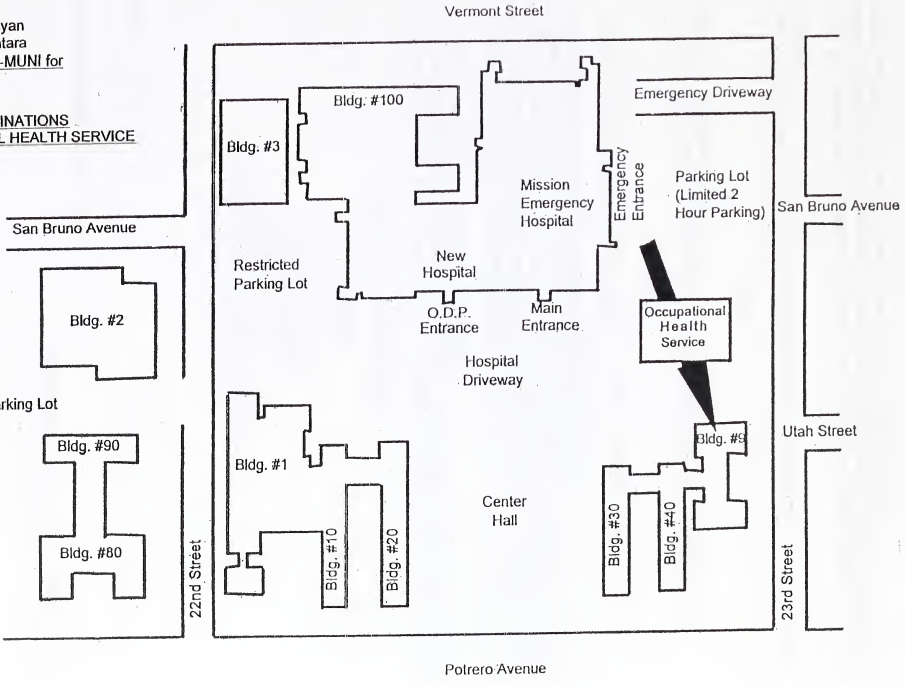
You will be ineligible for all employment with the City and County of San Francisco until the fee is paid.

B. If you fail to either keep a medical appointment and/or fail to cancel an appointment in a timely manner on two (2) separate occasions, in addition to the assessment of all fees, all eligibility for employment with the City and County of San Francisco will be cancelled.

San Francisco General Hospital Medical Center

Public Transportation
MUNI: #09 San Bruno
#19 Polk
#33 Stanyan
#48 Quintara
or call: (415) 673-MUNI for Information

MEDICAL EXAMINATIONS
OCCUPATIONAL HEALTH SERVICE
BUILDING #9
Room 115



DHR 6-11a (9/01)

City and County of San Francisco Pre-Placement Medical Examination Process

You have been scheduled to have a pre-placement medical examination at the Occupational Health Service (OHS) at San Francisco General Hospital. We are located in Building 9, (you may enter at 2550 - 23rd Street; turn right at the first hallway and register in Room 115). Our telephone number is (415) 206-6581.

The OHS medical evaluation will consist of some or all of the following elements, depending on your job requirements and your health status:

1. Medical History Form (attached)
2. Physical examination
3. Additional testing (e.g. vision hearing, urine or blood testing, electrocardiogram testing, tuberculosis skin testing, pulmonary function testing)

The purpose of this medical evaluation is to determine whether there are any preexisting medical conditions that may impact your ability to perform in your position of employment with the City. If you have any medical conditions/history that could potentially impact your performance, you may be asked to provide additional documentation and/or be requested that your current physician evaluate you further.

Please complete the attached Medical History Form, and bring it with you when you come in for your examination. All information you give will be kept confidential as required by law. If you wish, we can release your medical information to you, your doctor, or other person you designate. This will be done only with your written approval.

If you are not using public transportation to get to your appointment, please allow ample time for parking, since this is a problem in and around the hospital area. A public parking garage is available (entrance at 24th Street, between Utah Street and San Bruno Avenue).

If you are delayed 15 minutes or more past your appointment time, you may be asked to return to your department's Personnel/Human Resources for rescheduling.

Thank you for your cooperation.

City and County of San Francisco
Medical History Form

_____
Date

Please complete this form in advance and bring it with you to your medical appointment.

Class and Job Title: _____

Department: _____

Demographic Information

1. Print Name: _____
Last First Mi

2. Address: Street _____

City _____ State _____ Zip _____

3. Telephone: Home ( ) _____ Work ( ) _____

4. Birth Date: ____/____/____
month/day/year

5. Place of Birth: _____

6. Sex: ❑ Male ❑ Female

7. Social Security # _____-_____-_____

8. Do you have any current health problem(s) which could affect your ability to do the duties of the proposed job?
❑ Yes ❑ No If yes, please explain. _____
_____
_____
_____

9. Do you have a history of health problem(s) which could affect your ability to do the duties of the proposed job?
❑ Yes ❑ No If yes, please explain. _____
_____
_____
_____

Name: _____
Print

10. Do you have any symptom(s) which could affect your ability to do the duties of the proposed job?
❑ Yes ❑ No If yes, please explain. _____

11. Are you receiving treatment from a health care provider for any physical or psychiatric medical conditions that could affect your ability to do the duties of the proposed job?
❑ Yes ❑ No If yes, please explain. _____

12. Do you have any medical restrictions that could affect your ability to do the duties of the proposed job? (This includes restrictions due to both personal and work-related injuries or illnesses).
❑ Yes ❑ No If yes, please explain. _____

13. List any medications, drugs, or other health supplements that you are currently taking (both prescribed and over-the-counter) that could interfere with your ability to do the duties of the proposed job.

I certify that all the statements made in this questionnaire are true and complete. I understand that any misstatements of material facts may subject me to disqualification or dismissal.

Signature _____ Date _____

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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28-01

MEMORANDUM
DHR No. 28 - 01

Date: November 5, 2001

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***November 10, 2001.***

Classification	Unit Assignment	Certified Representative
1117 Deputy Director for Investments, Retirement System	EM	Municipal Executives' Association (MEA) ECG:351

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

- continued -

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Per Civil Service Rule 107, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Sheldon Martin, CSC
Pamela Levin, Controller
Sandy Holmes, PPSD
Dick Glosenger, PPSD
Donald Mayeda, PPSD
Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Yvonne Hudson, HSS
Diana Ferrari, HSS
Deborah McGuire, HSS

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR NO. 29-01

DATE: November 2, 2001

TO: Departmental Personnel Officers
Departmental Personnel Staff

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: NEW GUIDELINES FOR PROVISIONAL, EXEMPT AND TRANSFER OPPORTUNITY ANNOUNCEMENTS

In an ongoing effort to better serve the needs of City departments, employees and the general public, the Department of Human Resources is reevaluating various aspects of its operations. This memorandum is intended to provide minimal formatting guidelines, and to reiterate content and posting requirements, for Provisional, Exempt and Transfer Opportunity announcements prepared by departments for posting in the lobby of 44 Gough Street.

NEW GUIDELINES FOR FORMATTING ANNOUNCEMENTS

Currently, the lobby area at 44 Gough Street is being reconfigured to make employment information more readily available to the increasing numbers of people seeking City employment. Provisional, Exempt and Transfer Opportunity announcements will be placed in wall-mounted self-serve document racks in the lobby of 44 Gough. The configuration of the racks will allow the top 2½ inches of a standard 8½x11 inch document to be clearly visible.

In order to assist visitors to 44 Gough Street in easily identifying relevant announcements, DHR has established the following new guidelines for formatting Provisional, Exempt and Transfer Opportunity announcements:

- **Announcements must be printed on 8½x11 inch paper**
- **Announcements must contain the following key information within the top 2½ inches of the announcement**:
  - **Name of Department (this may be part of the Department's letterhead)**
  - **Job Code and Title (please use a 16 pt. font size)**
  - **Filing/Application Deadline**
  - **Date of Issue of the Announcement**

  Other information that would be desirable in the top 2½ inches are:

  - **Salary Range (biweekly and annual)**
  - **Appointment Type**

Attached are two examples of how this information can be incorporated using existing department letterhead. If you would like electronic versions of these documents to adapt as templates for your department, please e-mail Kerry Ko (kerry_ko@ci.sf.ca.us).

Required Content of Announcements

Departments are reminded that Provisional, Exempt and Transfer Opportunity Announcements must include the following information:

- **Name of department and division or unit or work location;**
- **Job code and title, and working title if applicable;**
- **Salary** – Biweekly and approximate Annual;
- **Description of the position;**
- **Qualifications** – Departments are reminded that the announcement must include minimum qualifications as they are described in the most recent DHR examination announcement. If the department believes that the minimum qualifications should be different from those enumerated in the previous examination announcement, the department should seek approval from the DHR Merit System Services Division prior to issuing the announcement;
- **Additional or desirable knowledge, skills, abilities or other characteristics;**
- **Expected duration of the Provisional or Exempt appointment;**
- **Application procedures and deadline** – DHR now strongly discourages the use of "open until filled" instead of a firm filing deadline. Where an extended period of recruitment is anticipated, departments are encouraged to establish an initial deadline, and to subsequently re-issue the announcement to extend the deadline if required. Please remember that unless otherwise approved by the DHR EEO Division, the announcement must be posted for a minimum of ten (10) working days;
- **Telephone number for individuals to call for more information;**
- **The following statements** – "Minorities, Women and Persons with Disabilities are Encouraged to Apply" and "An Equal Opportunity Employer."

Number of Copies to be Provided to DHR

DHR has experienced a large increase in the number of job seekers visiting 44 Gough Street. Therefore, departments are requested to provide a minimum of 100 copies of Provisional and Exempt announcements to the Support Services Unit. Because the demand for entry level job announcements is greater, departments are requested to provide 200 copies of Provisional and Exempt announcements for entry level classes.

Departments are reminded that in addition to the copies sent to the Support Services Unit, one copy must be forwarded to the DHR EEO Division, one copy to the Mayor's Office, and additional copies to departments and work sites where interested applicants may be located.

DHR Staff Assistance

The staff of the DHR EEO Division is available to provide guidance to departmental personnel staff regarding the Provisional selection process. EEO Division staff may be reached at 557-4832 or 557-4837.

DHR Merit System Services staff is available to provide technical assistance to departments by reviewing job bulletins, minimum requirements and interview questions for provisional openings, as well as reviewing qualifications of selected candidates. Contact the DHR MSS analyst assigned to your department. Call 557-4800 if you do not know the name of your assigned analyst.

The DHR Support Services staff is available to assist departments in providing copies of past examination announcements and with the posting of job information in the lobby area of 44 Gough Street. Contact Support Services at 557-4800.

Department Letterhead

2.5" from top of page

Job Code and Title (16 pt. font)

Filing Deadline: MM/DD/YY

Appointment Type: XXXXXXX

Salary: $X,XXX-$X,XXX Biweekly; $XX,XXX-$XX,XXX Annual

Date Issued: MM/DD/YY

Appointment Type: Provisional. Provisional incumbents will be required to succeed in a Civil Service Examination process for this class in order to be considered for a permanent appointment.

Position Description [Duties] [Examples of Duties]:

Minimum Qualifications:
Minimum qualifications must be identical to those on the latest Civil Service Examination announcement for the class. Any deviations must have prior approval of the DHR Merit System Services Division, and may require the approval of a special condition on the requisition.

Desirable Knowledge, Skills and Abilities:
Desirable knowledge, skills and abilities should be closely matched to the scope of the position, and capable of being measured during the selection process.

[Selection Process] [Background Investigation Process]:

Application Procedure:

Minorities, Women, and Persons With Disabilities are Encouraged to Apply
We are an Equal Opportunity Employer

Department Letterhead

Job Code and Title (16 pt. font)

Filing Deadline: MM/DD/YY

Salary: $X,XXX-$X,XXX Biweekly;
$XX,XXX-$XX,XXX Annual

Appointment Type: XXXXXXX

Date Issued: MM/DD/YY

2.5" from top of page

Appointment Type: Provisional. Provisional incumbents will be required to succeed in a Civil Service Examination process for this class in order to be considered for a permanent appointment.

Position Description [Duties] [Examples of Duties]:

Minimum Qualifications:
Minimum qualifications must be identical to those on the latest Civil Service Examination announcement for the class. Any deviations must have prior approval of the DHR Merit System Services Division, and may require the approval of a special condition on the requisition.

Desirable Knowledge, Skills and Abilities:
Desirable knowledge, skills and abilities should be closely matched to the scope of the position, and capable of being measured during the selection process.

[Selection Process] [Background Investigation Process]:

Application Procedure:

Minorities, Women, and Persons With Disabilities are Encouraged to Apply
We are an Equal Opportunity Employer

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DHR No. 30-01

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Date: December 5, 2001

To: Department Heads
Departmental Personnel Officers
Departmental Payroll and Personnel Clerks

From: Andrea R. Gourdine
Human Resource Director

Subject: Annual Audit of Departmental Seniority Rosters

In DHR Memo 12-01, issued January 26, 2001, you were advised that the Department of Human Resources had instituted an annual seniority roster audit to occur in January of each year. All departments were requested to complete their first audit in January 2001.

As a result of the audit, departments identified errors and recommended data corrections in the roster data. DHR staff reviewed these data correction recommendations and where appropriate the seniority roster was corrected. You will note that some recommended corrections were not implemented due to a lack of verification documentation from the department.

This memo is to request that all departments, again, perform the annual audit. The audits should be completed by January 31, 2002. DHR-Referral Unit will review and implement the necessary updates to the roster by March 15, 2002.

All departments have been provided with on line access to the PeopleSoft system. As such, it will be the responsibility of the departments to retrieve their seniority reports from the PeopleSoft system and audit the accuracy of the data.

Seniority rosters may be retrieved from a preprogrammed "canned" query in PeopleSoft. The names of the preprogrammed queries available to departments are:

- *SENIORITY_DP_SEC_1_DEPT*
  This query will produce the seniority report for the entire department.

- *SENIORITY_DP_SEC_1_ DEPT_1_JOB*
  This query will produce the seniority for one job code within the department.

- *SENIORITY_DP_SEC_1_DEPT_EOL*
  This query will produce the seniority roster; along with any special condition(s) on the employee's requisition.

- *SENIORITY_DP_SEC_1_DEPT_1_JOB _EOL*
  This query will produce the seniority for one job code within the department, along with any special conditions on the employee's requisition.

Please remember that all queries can be run to an Excel spreadsheet, for easier sorting of the data by the department.

AUDIT CRITERA:
In performing the annual audit, it is critical to verify the following:

1) The employee's name and social security number are correct;
2) all active employees (including employees on leave) are listed on the roster;
3) the roster does not include separated employees;
4) both the department and DHR requisition numbers are correct (especially if there has been a reassignment) and the **appropriate special condition(s), if any, are listed** ;
5) the employee's appointment status is correct, i.e., PCS, PV, LT, etc;
6) the employee's work schedule is correct; i.e., full time, as-needed, school term, etc;
7) both the city-wide and departmental seniority dates are correct;
8) the rank number is correct for PCS employees.

Departments should submit appropriate documentation to substantiate any recommended corrections that are requested. Acceptable documents are: copies of appointment processing form, separation reports, referral/certification documents, etc. Copies of the PAR (Personnel Action Request) are not acceptable as documentation. The Referral Unit will review the documentation and make the correction, if appropriate.

We strongly encourage departments to complete this annual audit as a means to ensuring and maintaining accurate internal records, as well as the basis of documentation to resolve discrepancies between the HRMS and the departmental records.

For questions or other information, you may contact the following persons:

Seniority rights, appointment status: Assigned Internal Service Analyst or Vernon Nulph, 557-4849
Special condition(s) for the requisition: Assigned MSS Analyst or Referral Clerks
Documentation for correction of errors: Assigned Referral Clerk or Patricia Pon, 557-4816
HRMS Peoplesoft query problems: IS Hotline, 557-4807

Thank you for your participation in this cooperative effort to further enhance our automated systems.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 32-01

DOCUMENTS DEPT.
NOV 30 2001
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DATE: November 27, 2001

TO: Department Heads
Departmental Personnel Officers
Departmental Safety Officers

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: ANTHRAX MAIL HANDLING GUIDELINES

As anthrax incidents continue to be a threat to employees' health and safety, there has been an increasing need for the City and County of San Francisco to provide consistent information and guidelines for mail handling and responses to potential anthrax exposures. In accordance with the Department of Human Resources' (DHR) Chartered mandate to coordinate citywide safety efforts, DHR has met with key City departments to facilitate communication regarding this issue.

The attached memo has been prepared by Mr. Ralph Ray, DHR Senior Industrial Hygienist, and represents the results of a meeting that Mr. Ray facilitated with key City departments. You may be receiving more information on this and other safety issues from Ralph Ray in the future.

Please ensure that your department's procedures for mail handling and responses to potential anthrax incidents are consistent with the attached guidelines, and so notify Ralph Ray by telephone (575-5631) or e-mail by December 14, 2001. We hope the attached guidelines and information will be helpful to you.

Thank you for your prompt attention.

Attachments

MEMORANDUM

DATE: November 21, 2001

TO: Distribution List

FROM: Ralph Ray, DHR Industrial Hygienist

SUBJECT: **Suspicious Mail Handling Guidelines**

Over the past few weeks, there have been questions from various City departments regarding responses to mail incidents involving potential exposure to anthrax. This memo supplements previously issued guidelines, provides some additional information about how agencies are responding to these potential anthrax incidents, and provides an attached checklist to help management and employees in their responses.

MAIL HANDLING GUIDELINES

The risk of receiving anthrax-tainted and/or suspicious mail varies for different departments, and depends on the nature of their operations. Procedures regarding calling 911 and incident response may be modified to accommodate department-specific needs or unusual situations. Administrative policies concerning personal protective equipment, the right to file for workers' compensation benefits, and management responsibilities should be consistent with City-wide policies.

Gloves

The City approves the voluntary use of gloves for protection against dermal exposures to anthrax spores. Using gloves made of latex is not recommended because workers may be susceptible to developing latex allergies. Gloves made of materials (e.g., Nitrile) that do not pose a high allergy risk are recommended. Non-powdered gloves should be used to prevent unnecessarily alarming employees who may become confused about the source and/or and content of the powder. Cotton liners should be used to resolve cases of excessive hand sweat.

Use of Respirators

The City does not recommend the use of filtering facepieces (white masks) for protection against anthrax spores because they have inherent limitations that preclude them from fully protecting wearers. If a department makes filtering facepieces available to employees for voluntary use, it should ensure that employees understand that they do not offer complete protection and provide any training and fit-testing as may be required by Cal/OSHA.

When to call 911

While decisions are made on case by case basis, *generally speaking, calling 911 should only be considered if a letter/parcel has at least two potential credible threat criteria* (i.e., a written threat or threatening image and visible signs of contents and/or residues (e.g., powders, stains, liquids, vials, wires, etc.) that could be harmful biological agents. The identity of the addressee may also influence the credibility of the threat.

INCIDENT RESPONSE

Currently, when calls for suspicious mail are received, 911 dispatchers ask questions that are designed to classify the reports as "Credible" or "Non-Credible" threats, and to determine whether a response is needed from the SFPD or SFFD.

If the SFPD is dispatched and wants to collect the item, the reporting department personnel may be required to sign a release. If items will be tested, supervisors should provide responders with contact information.

A dispatcher will likely send the SFFD, if telephone questioning confirms the presence of a powder or material that could be a biological or chemical agent. The SFFD will investigate and may:

- Notify other agencies (e.g., FBI, Postal Inspector, and DPH) for investigative assistance
- Detain involved parties, get personal contact information, and conduct interviews
- Demarcate a specific area and limit access to it
- Document physical evidence and sample suspect materials (DPH tries to provide test results within 24 hours of when samples are received. Depending on circumstances, the estimated time between sample collection and receipt of results can range from 36 hours up to 5 days.)
- Declare the situation a "credible threat" and require involved parties to remove and secure personal items until further notice (Bodysuits will be provided.)
- Decontaminate involved parties and the site
- Determine if involved parties should be sent to medical clinic for further examination

Management Responsibilities

Supervisors should ensure that their employees comply with these guidelines and act as primary contacts for information (e.g., lab results, names, phone numbers, etc.) between employees and investigating agencies. Civil Service Commission Rules allow the appointing officer to require that employees provide a street address with their contact information. Ensure that all personnel files are current and that each employee provides a physical address (not a PO Box).

Supervisors should not send employees to a City clinic for testing or treatment, unless directed to do so by DPH or other responding agencies. Human testing (e.g., samples of blood, antibodies, respiratory secretions, or skin lesions) within hours of a suspected exposure to trace amounts of anthrax usually provides no useful information. Employees are encouraged to delay seeking testing until environmental test results confirm the absence or presence of anthrax. Medical testing or treatment is ultimately left to the discretion of the physician.

Workers' Compensation Claims

Employees have the right to file a claim for workers' compensation benefits whenever they assert that they have been injured. Upon request, supervisors shall provide employees with the proper forms to file a claim. Compensability for any claim filed will be determined on a case by case basis, following standard protocols.

Suspicious Mail Incident Response Checklist

Unopened letters/parcels with mistakes in writing or postage only (e.g., inconsistent postmark, excessive postage, no return address, obsolete or mistaken addressee information, and/or restrictive endorsements) could be sender oversights and should receive the following response:

- ☐ Do not shake, disturb, or open the letter/parcel. Place questionable mail item in transparent, sealable plastic bag and set aside for future investigation.
- ☐ Remove gloves (using inside-out technique) and wash hands with soap and water. You may opt to don new gloves and continue processing mail until done.
- ☐ Attempt to contact addressee and/or sender (if adequate return address information is available) to validate letter/parcel. To help confirm the legitimacy of an address and corresponding zip code, the USPS has suggested using its web site (http://www.usps.com/ncsc/lookups/lookup_zip+4.html).
- ☐ If questionable mail cannot be validated, leave it in its sealed container and notify a supervisor. Management will decide whether to dispose of unopened suspicious mail.

If mail contains more credible threat, e.g., writing/images that may imply a threat and visible signs of contents that could be a biological or chemical agent (powders, liquids, stains, odors, wires, vials, etc.):

- ☐ Notify supervisor to **call 911** to report the suspicious letter/parcel. The level of response and responding agency will be determined on a case by case basis.
- ☐ Cordon off immediate area. Ensure that everyone who touched the parcel washes his/her hands and remains at the scene.
- ☐ List everyone who touched the letter/parcel, or was nearby when it was opened. Obtain personal contact information and provide it to responding law enforcement and public health agencies. Identify primary contact for subsequent communication with responding agency.
- ☐ Responding agency may collect letter/parcel and environmental samples for testing, in which case the employees will be asked to remove and secure clothing and personal items, go home, shower, and wait for environmental test results to be communicated through the department primary contact. Do not instruct employees to seek medical testing or treatment at a City healthcare facility until advised to do so by responding agency.
- ☐ Provide workers' compensation claim form at the employee's request.

If you need more information:

Topic	Contact	Phone	Additional Resources
- Mail handling	Ralph Ray David German	575-5631 554-6430	http://www.usps.com/news/_pdf/gsa_basic.pdf
Workers' Compensation	Robin Masuda	575-5632	
- Incident response - Testing - Health information	Department H&S Staff Ralph Ray Vickie Wells	 575-5631 554-2797	http://www.bt.cdc.gov/DocumentsApp/faqanthrax.asp

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MEMORANDUM
DHR No. 33 - 01

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DATE: December 3, 2001

T0: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: **ORDINANCE # 222-01 - MILITARY LEAVE**

On November 9, 2001 the Mayor signed an ordinance adopted by the Board of Supervisors on November 5, 2001 which amends the Annual Salary Ordinance to provide compensation for employees called to active military duty in response to the September 11, 2001 terrorist attacks. This Ordinance supplements pay and gives benefits to eligible employees in accordance with Charter Section A8.400(h). Under the Charter's requirement that the Ordinance not exceed 180 calendar days, the Ordinance is effective on November 9, 2001 and shall remain in effect through May 7, 2002.

This memorandum provides information about this Ordinance and related military leave and pay issues. It should be reviewed in conjunction with Department of Human Resources' Memorandum DHR No. 22-01 dated October 25, 2001 which addressed standard military leave policies and procedures.

HIGHLIGHTS OF THE ORDINANCE

Eligibility Criteria:

The employee must have been called to active service:
(1) on or after September 11, 2001,
(2) for a period greater than 30 consecutive days, and
(3) in response to September 11th, 2001 terrorist attacks in New York City, Washington, D.C., and Pennsylvania or related extraordinary circumstances.

Salary and Benefits During the First 30 Days:

During the first thirty (30) days of continuous active military duty, an employee eligible under either the Civil Service Rules or the Military and Veterans Code will receive full salary and benefits in addition to his/her military pay. An employee not eligible under either the Civil Service Rules or Military and Veterans Code to receive full salary and benefits for the first thirty (30) calendar days must use accrued time, i.e. floating holiday, in-lieu holiday or compensatory time off; or take the first thirty (30) calendar days as unpaid leave.

Benefits After the First 30 Days:

In addition to any benefits received during an employee's first thirty (30) days of active duty, beginning on the 31st day and until the expiration of the Ordinance on May 7, 2002, the employee will:

- receive the difference between the amount of the employee's gross military pay and the amount of the gross pay the employee would have received if the employee worked his/her normal work schedule, and
- continue to receive all benefits, including Retirement and Health Service, as if the employee had worked.

Exclusion:

The Ordinance does not apply to an employee who volunteers to serve on active duty beyond the time that the employee is ordered to active service.

TYPES OF LEAVES

California Military and Veterans Code Section 395 defines two (2) types of leave related to an employee's military duty:

- "temporary military leave" for a scheduled time period, less than 180 calendar days (usually 2 - 4 weeks), and
- "other than temporary military leave" which exceeding 180 calendar days.

Before processing a request for military leave, the department must determine the length of the tour of duty for the employee's military leave and the reason for the leave. To be eligible for the provisions of the Ordinance, an employee must have been called to active duty:

(1) with a military reserve organization for a period greater than thirty (30) consecutive days. (The Ordinance becomes effective on the 31st day).
(2) in response to the September 11th, 2001 terrorist attacks in New York City, Washington, D.C., and Pennsylvania or related extraordinary circumstances.

Exclusion:

The Ordinance does not apply to employees on scheduled training, drills, unit training assemblies or similar events.

FORMS TO BE COMPLETED

- Request for Leave form (DHR 7-20) with active duty orders and Separation Report form (DHR 1-67)
- Military Pay Worksheet
- Acknowledgement Form
- Power of Attorney form (An optional form that is not provided by the City).

Request for Leave Form (DHR 7-20):

The employee submits a completed Request for Leave form (DHR 7-20) for military leave and attaches copies of his/her official orders to report for active duty. The department can accept a copy of an "electronic order" which is a computerized form and will not have the military Commanding Officer's signature. Orders usually state that the employee's military status has changed from inactive to active, and direct the employee to report on a specific date and time to a particular location for military purposes. In the event that the military gives the employee short notice, e.g. 24-hours, to report for active duty, he/she must mail or fax the military orders to the department's Human Resources office as soon as possible. The department's Human Resources office prepares the Separation Report and types in the effective date of the orders as the start date, and the end date. If there is no end date specified, then type in "indefinite" as the end date. The department signs Section III of the Request for Leave form.

After verifying that the employee is eligible for military leave, the department's Human Resources office forwards a copy of the employee's Request for Leave form and copies of the official orders to the department's Payroll office. The Payroll staff processes the appropriate payment of salary. Payroll can only process the employee's military leave pay if there is a copy of the official orders.

The department also distributes the Separation Report, copies of the Request for Leave and copies of the orders to: Jonathan Nelly at the Internal Services Unit, Department of Human Resources; Susann Rodriguez-Corns at Health Service System; and Maria Newport at Retirement System.

The period of the leave shall not exceed three (3) months after the conclusion of this service, but not later than one (1) year after the cessation of hostilities. The exception is in the case of a disability incurred while in active military service when such disability extends beyond such period. (CSC Rule 120.25.3)

Upon return from the military leave, the employee must submit a copy of the discharge and release papers. (CSC Rule 120.25.6)

Military Pay Worksheet:

The Military Pay Worksheet documents information about the employee's current City pay and the employee's military pay (actual if available or estimated). The department calculates the City pay by using the gross amounts paid in the two (2) pay periods prior to the employee's leave. If the employee was on paid leave (e.g., vacation, sick, compensatory time) for more than one (1) day during those two (2) pay periods, then the department will use the gross amount paid in the most recent pay periods during which the employee worked a regular schedule. A regular schedule includes premiums, special pay, and normal or scheduled overtime.

The department's Payroll staff and the employee complete and sign the Military Pay Worksheet form. The form is attached to this memo.

PPSD will issue time posting instructions to the departmental Human Resource and Payroll offices.

Acknowledgment Form:

Per Charter Section A8.400(h), an employee receiving salary and benefits under the Ordinance must execute an agreement stating that the compensation (pay and benefits) received under the Ordinance will be treated as a loan if the employee:

(1) does not return to City service within 60 days of release from active duty, or

(2) if not fit for employment when released from active duty. then within 60 days of a determination that the employee is fit for employment,

Also in accordance with the Charter, the loan will:

(1) have an interest rate equal to the greater of the:

(i) rate received for the concurrent period by the Treasurer's Pooled Cash Account, or

(ii) minimum amount necessary to avoid imputed income under the Internal Revenue Code of 1986, as amended from time to time, and any successor statute.

(2) be payable in equal monthly installments over a period not to exceed five (5) years, commencing 90 days after the employee's release from active service or return to fitness for employment.

The employee must sign and date the Acknowledgement form. The form is attached to this memo.

Power of Attorney Form (not provided by the City):

An employee who is or will be on military leave is encouraged to designate a Power of Attorney. The employee completes a Power of Attorney form stating that he/she is giving a designated person permission to carry out transactions in his/her behalf while he/she is on military leave. For example, the person that is designated as Power of Attorney can sign a Request for Leave form or deposit a paycheck for the employee. The form is usually notarized. It is the employee's responsibility to obtain and complete a Power of Attorney form, and provide a copy to the departmental Human Resource office. The City will not provide this form.

SALARY WHILE ON MILITARY LEAVE UNDER THE ORDINANCE

Under the Ordinance, an employee called to active duty for a period greater than thirty (30) consecutive days is eligible for the provisions of Ordinance on the 31st day of military service.

Determining Eligibility for Pay during the First 30 days:

The department's Human Resources office determines if the employee is eligible for salary (military leave pay) for the first 30 calendar days of military leave.

Temporary Military Leave (does not exceed 180 calendar days)

Eligibility for the thirty (30) calendar days salary is based on the:

- employee's start work date for continuous employment with City or any other public agency (including the military), and
- length of the tour of duty stated on the initial military orders.

An employee is eligible for the thirty (30) calendar days of salary if:

- he/she has been employed by the City or any other public agency (including the military) for at least one (1) year continuously prior to the start date of the temporary military leave, and
- the employee's initial military orders state that the tour of duty is for temporary military leave (does not exceed 180 calendar days).

Public agencies include the state, a county, city and county, city, municipal corporation, school, irrigation, or water district. (California Military and Veterans Code Section 389 c).

Example: During the past year, a current City employee who worked for San Mateo County for seven (7) months and has five (5) months of service with the City, would be eligible for the thirty (30) calendar days of salary if the military leave request does not exceed 180 calendar days. (CSC Rule 120.25.7)

Military Leave that Exceeds 180 Calendar Days

If the employee's initial military orders state that the tour of duty is more than 180 calendar days and the employee has been employed by the City for at least one (1) year continuously prior to the start date of the military leave, then he/she receives the thirty (30) calendar days salary from the City. (California Military and Veterans' Code Section 395.02). For this category, employment with other agencies or the military does not satisfy the one (1) year City employment requirement.

Note: Before denying an employee pay for the first thirty (30) calendar days of military leave, contact your department's Internal Services analyst.

Paying Salary during the First 30 Days:

An eligible employee will receive his/her regular salary or compensation for a period (1) not to exceed thirty (30) calendar days of military leave in any fiscal year or (2) not more than thirty (30) calendar days during any period of continuous military leave. This salary is in addition to the pay that the employee receives from the military service while on active duty.

After verifying that the employee is eligible for military leave pay (30 calendar days of salary), the department's Human Resources offices forwards a copy of the employee's Request for Leave form and copies of the official orders to the department's Payroll office. The Payroll staff processes the payment of salary. Payroll staff can only process the employee's military leave pay if there is a copy of the official orders. Each department is responsible for ensuring that military leave pay does not exceed the allowable thirty (30) calendar days under CSC Rule 120.25.7 and California Military and Veterans' Code Section 395.02.

Paying Salary on and after the 31st Consecutive Day of Active Duty:

After the first thirty (30) calendar days of active service an employee is eligible for the provisions of the Ordinance. The Ordinance provides that on the 31st consecutive day of active service and until the Ordinance expires on May 7, 2002, the employee is eligible to receive the difference between the amount of the employee's gross military pay and the amount of gross pay the employee would have received if he/she had worked his/her normal work schedule.

The employee and the departmental payroll staff complete a Military Pay Worksheet to document information about the employee's current City pay and the employee's military pay (actual if available or estimated). The City pay is calculated by using the gross amounts paid in the two (2) pay periods prior to the employee's leave. If the employee was on paid leave (e.g., vacation, sick, compensatory time) for more than one (1) day during those two (2) pay periods, then use the most recent pay periods during which the employee worked a regular schedule. A regular schedule includes premiums or special pay, and normal or scheduled overtime.

PPSD will issue time posting instructions on how to process the payroll for an employee who is covered by the provisions of the Ordinance.

Note: If an employee has already received his/her first thirty (30) calendar day entitlement and the employee meets the criteria of the Ordinance, then the employee is eligible on November 9, 2001 (the effective day of the Ordinance) to receive the difference between the amount of the employee's gross military pay and the gross pay the employee would have received if the employee worked his/her normal work schedule.

Payroll Codes:

The code MP = Military Leave Pay is used to pay an eligible employee for the work hours that occur during the first thirty (30) calendar days of a military leave. The employee will receive his/her military pay and the City pay during this time.

If an employee is not eligible for the first thirty (30) calendar day entitlement, the employee must take the first thirty (30) calendar days as unpaid or use accrued time, i.e. floating holiday, in-lieu holiday, or compensatory time off. Any unpaid time is marked ML = Military Leave Without Pay. Note: An employee who does not qualify for the 30 calendar day entitlement and has less than one (1) year service with the City will not be able to take vacation because the employee would not have completed one (1) year of City service. The employee will be eligible for the provisions of the Ordinance on 31st day of consecutive active service. The provisions are the difference between gross military pay and gross City pay, and benefits.

PPSD will issue time posting instructions on how to process the payroll for an employee who is covered by the provisions of the Ordinance.

BENEFITS

The Ordinance allows an employee to receive all benefits to which the employee would have been entitled to had the employee not been called to active duty, except as limited under State law or the City Charter.

Accrual of Vacation and Sick Leave:

An employee who is eligible to receive thirty (30) calendar days of military leave pay will also accrue sick leave and vacation during that time period.

If the employee is not eligible for the thirty (30) calendar days of salary (or a part of the thirty (30) calendar days of salary), the employee:

(1) may request and his/her supervisor approve the request for additional paid time off, specifically, compensatory time, floating holiday, and/or in-lieu holiday. The employee will be accruing sick leave and vacation while using this accrued time off. and/or

(2) will be marked as unpaid time (ML = Military Leave Without Pay) for days that are not paid and the employee will not be accruing sick leave and vacation during this unpaid time.

On the 31st consecutive day of service, the employee will be eligible for the provisions of the Ordinance and will accrue sick leave and vacation.

Health Service System:

An employee and his/her family qualify for health coverage from the Federal Government while on active duty. In addition, while the employee is on military leave and the Ordinance is in effect, the City will continue to make contributions on behalf of an employee previously enrolled in a health plan with the City and County Health Service System. The employee and his/her dependents can elect to continue to be covered as long as the employee pays for any required employee contribution. An employee's contribution is usually a payroll deduction.

An employee may also elect to be exempt from health plan coverage during their military leave. If the employee chooses to be exempt while on military leave, he/she must complete an Application for Exemption with the Health Service System prior to reporting to duty. An employee who elects to be exempt from health coverage during military leave must contact the Health Service System immediately upon return to work to reinstate coverage.

An employee may contact or visit the Health Service System office at 1145 Market Street, 2nd floor, (415) 554-1746, Monday - Friday, 8:00 a.m. to 4:45 p.m.

Retirement:

The employee will receive retirement service credit consistent with Charter Section A8.520. The City will continue to pay the full employee contributions required by the Charter and under the employee's collective bargaining agreement / memorandum of understanding. While on military leave, the employee will receive credit for service for the purpose of computing the benefit (pension) to which he/she is entitled. An employee who has questions regarding employee contributions, updating beneficiary and/or mailing address is encouraged to contact the Retirement System office. An employee may contact or visit the Retirement System office at 30 Van Ness Avenue, Suite 3000, (415) 487-7030, Monday - Friday, 8:00 a.m. - 5:00 p.m.

Public Employees Retirement System (PERS):

An employee who has his/her retirement plan administered by Public Employees Retirement System (PERS) may contact PERS at (415) 369-8500 for information about benefits.

MASTER LIST OF CITY EMPLOYEES ON MILITARY LEAVE

Send Separation Reports, copies of the Request for Leave form and official orders for military leave to Jonathan Nelly in the Internal Services Unit, DHR, at (415) 557-4829. The Unit will maintain a master list of City employees on military leave.

OTHER ISSUES

Entitlements for Permanent (PCS) Employees:

Any officer or employee on military leave, who was appointed to a permanent position prior to the start of the military leave, will be entitled to resume such position at the expiration of the leave. The employee will also be granted rights, seniority, salary, and otherwise that were accrued during the leave. For example, if the employee's salary step increase is scheduled to occur during the time the employee is on leave, the department processes the increment and pays the employee at that step as if the employee was working. In addition, the period of the military leave shall be considered and accounted as part of the employee's City service. (CSC Rule 120.25.5)

Entitlements for Non-Permanent (PCS) Employees:

For the duration of his/her appointment, a provisional, exempt, or temporary employee will be granted rights, seniority, salary, and otherwise that would have been accrued if the employee had been working. If an employee's appointment expires prior to his/her return to work, then departments must review each case individually to determine what options are available to the employee according to applicable CSC Rules, and DHR policies and procedures.

Status while on Military Leave:

An employee on military leave has the same employment status as any other employee on an authorized leave of absence.

Probationary Period:

If an employee is called to active duty while serving a probationary period, the employee's probationary period will be extended for time off for the military leave (CSC Rule 117.2.2). The department must notify the employee that the probationary period will be extended.

Candidates in an Examination Process:

In order to maintain examination rights, before leaving for his/her tour of duty, an employee on military leave should contact the exam analyst responsible for the examination if he/she is a candidate in a civil service examination. If the employee does not know the name and/or phone number of the exam analyst, he/she may call (415) 557-4800 to find out the name and/or phone number of the exam analyst. In addition, the Internal Services Unit will provide the list of all employees on military leave to Merit System Services and the Decentralized Examination Units.

CSC Rule 120.25.11 addresses participants in written examinations.

Eligibles on a Certification / Referral:

Once notified by the department's Human Resource office, the Internal Services Unit, DHR, will compile a list of all employees on military leave and provide this list to the DHR Referral Unit. If an employee is an eligible on a civil service list, he/she does not need to contact DHR. The Referral Unit will check referrals against the list for names of employees on military leave. For specific information about an employee who is an eligible on a civil service list while on military leave, contact the DHR Referral Unit.

CSC Rule 120.25.9 addresses eligibles not reached for certification (referral) while in the service at the time of war. CSC Rule 120.25.10 addresses eligibles reached for certification (referral) while in the military service.

Language in the Local 21 MOU and the CBA for SEIU Locals 250, 535, and 790:

The Local 21 MOU and the CBA for Locals 250, 535, and 790 have provisions for military leave. The provisions are identical to the CSC Rule 120, Article VII: Military, War Effort and Sea Duty Leave. The military leave provisions in the Local 21 (2001 - 2003) MOU are located in the Appendix D Glossary on pages 3 and 4, and SEIU's (2000 - 2003) CBA provisions are on pages 81 and 82.

Replacement of Employees on Military Leave:

The employee's position may be backfilled according to the Charter, CSC Rules, and DHR policies and procedures.

Updating Personal Information:

The department's Human Resources office may remind each employee to update personal information such as home address, telephone number, emergency contact information, warrant designation form, retirement, deferred compensation beneficiaries, and other documents related to personal insurance.

Military Benefits and/or Entitlements:

An employee requesting information about military benefits and/or entitlements must contact the military personnel offices. Information about mortgages and other personal financial matters is available at www.HUD.gov.

Questions:

Please contact your department's Internal Services analyst for more information.

MILITARY LEAVE WORKSHEET

This worksheet should be completed by the employee and the employing department. A copy of the employee's Military Orders and completed leave form must be attached. The dates on the Request for Leave form must be the same as the dates on the Military Order.

I. ***Employee completes this section.***

Print Name(*last, first)*	Job Class Number and Title	Social Security No.

Home Address	City, State, Zip Code	Home Phone No.

Department No., Name, and Bureau/Division	Dates of Military Leave Start:
	End:

Emergency Contact Person for more information	Relationship

Home Address	City, State, Zip Code	Phone No.

II. **Pay Information**

1. *Employees pay and benefits calculation*

The following City pay information should correspond to the gross amounts paid in the two pay periods prior to the employee's leave. If the employee was on paid leave (i.e., vacation, sick, compensatory time) for more than one day during those periods, use the most recent pay periods during which the employee worked a regular schedule. If the two pay periods result in different amounts of a minor difference, calculate the average.

1.1. This section to be completed by ***Department's payroll contact.***

a. Biweekly Gross Pay	$
b. Premiums or Special Pay	$
c. Normal or Scheduled Overtime	$
d. Total Gross City Pay	$

1.2. This section to be completed by ***employee****. If the employee is unable to complete this section, contact Internal Services at 415-557-4829.*

e. Military Gross Pay *(estimate if unknown)* Is this amount an ___ estimate or ___ actual as shown in a military document *(Please check one)*	
f. Military Pay Allowances *(please describe, e.g., combat, clothing, housing, submarine, aviation)*	
g. Total Military Gross Pay	

EMPLOYEE'S NAME (LAST, FIRST)	EMPLOYEE'S SOCIAL SECURITY NO.

The difference between your normal City gross pay and your Military gross pay is the gross amount for which you will be paid for up to 180 calendar days during the life of the ordinance while you are on active military service. Deductions will be made for the applicable taxes, Medicare, Social Security, and any other appropriate charges (e.g. dependent health, retirement buyback, union dues, garnishments).

III. Pay Disposition *(Employee completes this section.)*

1. If you have direct deposit, do you wish to continue? Please circle one: YES or NO
   IF "NO", complete forms provided by your Department's payroll contact.

2. If you do not have or discontinue direct deposit, please list the name and address of the person to whom you want your paycheck mailed.

Print Name	Phone Number

Home Address	City, State, Zip Code

IV Signatures

Employee's Signature _____ Date _____

Department-Authorized Representative's Signature _____ Date _____

Print Name of Department-Authorized Representative _____ Phone Number _____

FOR OFFICIAL USE ONLY (This section is to be completed by Department's payroll contact.)	
Military Pay Amount:	
Total Gross City Pay minus Military Pay equals:	
Start Date of Deductions:	

cc: Dept. of Human Resources/Internal Services
Payroll & Personnel Services Division (PPSD)
Health Service System
Employee's Personnel File

(Print Name) (Social Security #)

(Home Address, City, Zip Code)

(Dept. # and Dept. Name)

ACKNOWLEDGEMENT

I understand that under the San Francisco City Charter, Section A8.400(h), I am responsible for repaying with interest all supplemental pay and the pecuniary value of any benefits ("Compensation") described in Sections (b) (1) through (b) (3) of the Military Pay Ordinance which I receive from the City while on military leave if I do not return to City employment within:

(a) 60 days of my release from active duty; or
(b) within 60 days of a determination that I am fit to return to City employment.

I understand that interest paid shall be calculated at a rate equal to the greater of the rate received for the concurrent period by:

(a) the Treasurer's Pooled Cash Account, or
(b) the minimum amount necessary to avoid imputed income under the Internal Revenue Code of 1986, as amended from time to time, and any successor statute.

I understand that I will be responsible for repaying Compensation received in equal monthly installments over a period not to exceed 5 years, and commencing:

(a) 90 days after my release from active service, or
(b) 90 days after I am determined to be fit to return to City employment, as the case may be.

I understand that I shall not be paid any of my retirement accumulations or credits until repayment has been made and that the City may take such action as may be necessary to effect full recovery of any unpaid amount.

(Employee 's Signature) (Date)

cc: Maria Newport, Retirement
Pamela Levin, Controller

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 34-01

DOCUMENTS DEPT.

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DATE: December 14, 2001

TO: All Appointing Officers
Departmental Personnel Officers

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: **POLICIES AND PROCEDURES FOR MAKING PROVISIONAL AND NON-CIVIL SERVICE APPOINTMENTS**

Purpose

The purpose of this memorandum is to update the policies and procedures for making provisional (PV) and non-civil service (NCS) appointments so that, in the absence of civil service eligible lists, departments can fill vacancies lawfully and in a timely manner.

In this document, references to Civil Service Commission Rules are updated and departments are reminded that the Charter limits the duration of provisional appointments. Current processing procedures consistent with Human Resources Management System (HRMS) requirements are described. Also, this memorandum clarifies that the Director of Transportation shall promulgate policies and procedures for making provisional and non-civil service appointments in service critical classes in the Municipal Transportation Agency (MTA).

Policies

The important policies governing provisional appointments are:

1. There is equal employment opportunity for individuals to apply and compete for positions;
2. Selection is based on merit, equal employment opportunity, and if promotive, consideration of performance appraisal ratings and seniority.

Requests for Oral Authorization

Requests for oral authorization to make provisional and non-civil service appointments are made by contacting the Department of Human Resources, Equal Employment Opportunity Division. Only persons who are authorized by a department's appointing officer may make requests for oral authorizations. Such requests can be expedited if the

department representative making the requests provides all the necessary information related to the policies and requirements described in this memorandum.

The staff of the Department of Human Resources Equal Employment Opportunity (EEO) Division is available to assist departmental personnel in implementing these policies and procedures to make provisional and non-civil service appointments. For more information, contact Dorothy Yee, Manager of EEO Programs, at 557-4982.

DHR Merit System Services (MSS) Division analysts are available to assist departments by reviewing job bulletins and minimum requirements as well as reviewing qualifications of selected candidates. Contact the DHR MSS analyst assigned to your department.

Attachment

DEPARTMENT OF HUMAN RESOURCES
POLICIES AND PROCEDURES FOR MAKING PROVISIONAL AND NON-CIVIL SERVICE APPOINTMENTS

AUTHORITY

Civil Service Commission Rules 114, 214, 314 provide that a provisional (PV) or non-civil service (NCS) appointment shall be made when there is no available candidate from a civil service eligible list. The Rules provide that the Human Resources Director shall promulgate policies and procedures for making provisional and non-civil service appointments.

Civil Service Commission Rule 414 provides that the MTA Director of Transportation shall establish policies and procedures for provisional and non-civil service appointments in service critical classes in the MTA.

Charter Section 10.105 provides that provisional appointments for which no eligible list exists shall not exceed three years.

POLICIES

EQUAL EMPLOYMENT OPPORTUNITY POLICY: There is equal opportunity for individuals to apply and compete for employment.

SELECTION POLICY: Selection shall be based on merit, equal employment opportunity, and if promotive, consideration of performance appraisal ratings and seniority.

PROCEDURES

SOURCE OF APPLICANTS TO FILL VACANCIES

Departments are to fill vacancies by utilizing these sources, in this order, to identify applicants:

1. Eligibles Selected From An Eligible List Pending Permanent Appointment

If a selection has been made from an eligible list certification or referral, but the permanent appointment cannot be validated until a medical examination, background check or other action is completed, the department may request a provisional or non-civil service appointment for the individual to start work pending completion of the required action.

2. Qualified Employee with a Disability

The department must consider whether the position could be filled by a qualified employee with a disability who requires reasonable accommodation under federal or State laws, or where appropriate, as a temporary return-to-work assignment under the workers compensation program. Contact the DHR Disabilities Coordinator to find out the availability and qualifications of employees seeking reasonable accommodation or temporary return-to-work assignments.

3. Persons Awaiting Certification or Referral for Permanent Appointment

Departments may request oral authorization to hire an individual pending certification or referral for permanent appointment from an eligible list, or from a holdover, transfer, reinstatement, or reappointment roster.

The department may consider eligibles on an active list and select an individual who is ranked high enough for the next referral. To obtain the names, addresses, and telephone numbers of available eligibles, send a written request to Pat Pon, Supervisor of the DHR Referral Unit, or call her at 557-4816.

A department may also invite permanent employees to transfer from another department by posting an announcement at DHR and sending copies to departments where employees in this job code are employed.

4. Applicants for Examination

If there are no persons available as described above, find out from the DHR Merit System Services Division (MSS) whether there is a civil service examination in progress.

If an examination has been announced, the department may consider qualified applicants to fill a vacancy. If any portion of the examination has been administered, the individual who is selected must also have successfully completed that portion of the examination. Department officials must contact the appropriate personnel analyst in the DHR MSS Division or decentralized testing unit for names of qualified applicants.

5. Department Recruitment

a. If a civil service eligible list for the job code has recently expired (within the last six months) with qualified candidates remaining, the department may consider the remaining candidates for provisional or non-civil service appointment.

b. If there is no civil service eligible list, no examination in progress, and no candidates from a recently expired civil service list, the department must first contact the DHR MSS Division to determine whether an examination is planned. The MSS analyst can consider whether a department's provisional selection process can be used to satisfy the regular civil service examination process.

c. If all the above options have been exhausted, the department shall develop and implement a recruitment and selection plan to compile a pool of qualified applicants and make a selection based on equal employment opportunity and selection policies. The hiring manager or supervisor may contact the department's or DHR's EEO office if assistance is needed in complying with the equal employment opportunity or selection policies.

d. A request to reassign a part-time or as-needed employee to a position with increased hours will not be routinely approved. These requests will also be reviewed for compliance with the policies and the guidelines described here (e.g. source of applicants, equal employment opportunity, etc.)

e. JOB BULLETIN AND RECRUITMENT

When other sources of applicants are exhausted, the department shall prepare a job bulletin describing the opening and application process. The job bulletin shall include sufficient Information for interested individuals to apply or to contact the department.

The bulletin shall include minimum qualifications from the most recent civil service examination announcement. Contact the DHR Support Services Unit at 557-4800 for a copy of the most recent examination announcement. If the department believes that the minimum requirements should be different from those enumerated in the previous announcement, contact the DHR MSS Division for approval of revised requirements prior to issuing a job bulletin.

The department shall send to the DHR Support Services Unit at 44 Gough Street copies of the job bulletin for posting, public viewing, and distribution in accordance with guidelines issued in DHR Memorandum #29-01. In addition, one copy must be forwarded to the DHR EEO Division, one copy to the Mayor's Office of Neighborhood Services, and additional copies to departments and work sites where interested applicants may be located.

The department may also recruit through professional or trade organizations, through other jurisdictions, or by placing classified advertisements in general circulation periodicals. Departments may also contact and send the job bulletin to community-based organizations, educational institutions, employee or other groups that make job referrals of individuals. However, departments may not limit recruitment to targeted outreach on the basis of a protected category (such as race, sex, etc.). Resources for recruitment strategies are available from the department's EEO and personnel officers, or the DHR EEO Division.

Unless otherwise approved by the DHR EEO Division, job bulletins shall be posted for a minimum of ten (10) business days.

REVIEW AND SELECTION

The department shall review its recruitment results and assess whether the pool of applicants is sufficient to address the department's needs. Additional recruitment activities may be necessary. The department shall also review each stage of the selection process to ensure equal employment opportunity.

In making a selection for provisional appointment, a department shall apply uniform, job-related standards and procedures. If the selection procedure includes job interviews, the interviews shall be conducted by a panel (more than one person) whose composition reflects diversity in race and gender. All questions used by the panel shall be job related. Contact your personnel analyst in the DHR MSS Division for assistance in developing selection standards.

All documents (job bulletins, applications, test questions, rating sheets, comments, etc.) related to the selection shall be retained by the department and made available for DHR review if requested.

The person who is selected for a provisional or non-civil service appointment must be qualified based on the minimum requirements of the job bulletin. (If, after an oral authorization is approved, it is determined that the person does not possess all the requirements, the OA will be rescinded

and the individual will be disqualified from civil service examination.) If the position also includes special conditions, the person selected must also meet the special conditions.

REQUEST FOR ORAL AUTHORIZATION

An oral authorization (OA) is DHR's approval of a department's request to make a provisional or non-civil service appointment. OA's are recorded as appointment numbers issued by the DHR EEO Division and entered into the HRMS when appointment processing is completed.

Requests for OA's may only be made by the departmental appointing officer, personnel officer, or an official designee. The DHR EEO Division maintains a list of persons who are authorized to call for OA's. Department managers and supervisors are not authorized to make offers of employment until an OA has been approved by DHR. Department representatives may incur liability for making a promise of employment without prior DHR approval.

Requests for OA's can be made by telephone, by facsimile (557-4803), by electronic mail, or in writng to the DHR EEO Division. Contact Ellen Gunselman, 557-4832, for Department of Public Health requests, and Winnie Tse, 557-4837, for requests from all other departments.

A request for oral authorization shall include the following:

- information on the **position** including job code, department, DHR requisition number, department requisition number, and special conditions, if any,
- information on the **person** including name, social security number, current employment status with the City,
- information on **selection process** including recruitment efforts, applicant flow data, selection standards, interviewers, ratings, requirements,
- the selected individual's **qualifications** and the name and position of the person who reviewed the applications and determined that the selected individual met the minimum requirements;
- information on the **appointment** including work schedule, start work date, duration of appointment.

The department representative making the request must clearly articulate the job related reasons why the person who was selected was the best qualified candidate in comparison to candidates who were not selected.

The staff of the DHR EEO Division will review each request to ensure that it complies with the policies and guidelines enumerated in this memorandum. Staff will also check the following:

- that the appropriate source of applicants was utilized;
- whether there is an eligible list or examination in progress;
- that the requisition is approved and vacant,
- that there is no official CSC action restricting employment of the individual.

DHR EEO staff will also review the department's selection process and the qualifications of the person the department selected. DHR EEO may require that the individual's application or resume be forwarded to DHR for review by EEO or MSS staff.

ORAL AUTHORIZATION

Requests that are complete and that comply with these policies and guidelines are forwarded to the DHR EEO Division manager for approval. Upon approval, the DHR EEO Division will notify the department representative. At this point, the department is authorized to make an offer of employment and to initiate appointment processing for employment. When appointment processing is completed, the department shall submit the processing forms to the DHR EEO Division for validation and issuance of an oral authorization number. Approved appointments are recorded in the Human Resources Management System (HRMS) and assigned an OA number. The HRMS recorded OA number is communicated to the department representative on the appointment processing form.

If a request is not approved, the department will be notified and given the reason for the action. Such reasons may include: eligibles from civil service lists were available but not contacted, an employee with a disability can be placed in the position, the selected individual did not possess minimum qualifications, or the department did not recruit for the opening.

Departments are reminded that the DHR EEO Division review and approval of provisional and non-civil service appointments takes approximately five (5) business days to complete. The review may take longer if the information submitted by the department is incomplete, or if DHR MSS must review the individual's application. Departments are therefore encouraged to submit requests for oral authorizations well in advance of the anticipated start work date and prior to an offer of employment. **The Controller's PPSD will not process pay warrants for appointments that do not have oral authorization numbers.**

PROVISIONAL AND NON-CIVIL SERVICE EMPLOYMENT

Authorization for provisional and non-civil service appointments may be made for a maximum duration of 1040 hours, and not to exceed the duration of the personnel requisition. The Human Resources Director may extend the authorization for additional periods of time, provided that the personnel requisition remains valid.

Provisional appointees serve at the discretion of the appointing officer. Provisional appointees shall acquire, by virtue of provisional appointment, no right or preference for permanent appointment.

Provisional appointments for civil service positions for which no eligible list exists shall not exceed three years, unless approved by the Board of Supervisors and certified by the HR Director that examination cannot be conducted.

RESOURCES

Refer to Civil Service Commission Rules for additional provisions governing provisional and non-civil service appointments.

The staff of the DHR EEO Division is available to assist departmental personnel in implementing these policies and procedures to make provisional and non-civil service appointments. For more information, contact Dorothy Yee, Manager of EEO Programs, at 557-4982.

DHR MSS Division analysts are available to assist departments by reviewing job bulletins and minimum requirements for provisional openings, developing selection standards, as well as reviewing qualifications of selected candidates. Contact the DHR MSS analyst assigned to your department. Or, call 557-4923 for the name of analyst assigned to your department.

DHR EEO Division	Dorothy Yee, EEO Manager	557-4982
DHR EEO Division	Ellen Gunselman, OA Requests for DPH	557-4832
DHR EEO Division	Winnie Tse, OA Requests, not DPH	557-4837
DHR EEO Division	Silvia Castellanos, Disabilities Coordinator	557-4855
DHR MSS Division	For name of Assigned Personnel Analyst	557-4923
DHR Referral Unit	Pat Pon, Manager	557-4816
DHR Support Services Unit	Junko Craft, Supervisor	557-4884

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

Date: December 20, 2001

To: Departmental Personnel Officers
Payroll and Personnel Clerks

From: Vernon Nulph
Internal Services Manager

Re: Informational Flyer for Frequently Asked Questions regarding Active Military Duty and Ordinance #222-01

Please distribute the attached informational flyer to employees who are on or will be called to military duty. The flyer answers frequently asked questions regarding active military duty and Ordinance #222-01. The flyer directs the employees to contact their departmental Human Resources office for questions or copies of forms.

The Internal Services Unit is maintaining a master list of employees on military duty. The list will be forwarded to DHR's Referral Unit, Merit Services System Division, Decentralized Examination Units, Retirement, and Health Service Systems. Information from the employee's Separation Report for military leave is used to compile the list. Please forward copies of the Separation Reports for all employees on military leave to Jonathan Nelly, DHR Internal Services Unit, 44 Gough Street, 557-4829.

Note: Before denying an employee pay for the first thirty (30) calendar days of military leave, contact your department's Internal Services analyst.

If you have any questions about military leave and/or the Ordinance, please contact your Internal Services analyst. Thank you for your attention to this matter.

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

December 19, 2001

Frequently Asked Questions Regarding Active Military Duty & Ordinance #222-01

1. What is Military Pay Ordinance #222-01?

Military Pay Ordinance #222-01 provides a City employee who has been called to active duty in response to the September 11th terrorist attacks with the difference between his/her gross military pay and his/her gross normal pay and benefits as a City employee.

2. Who is eligible for supplementation of pay and benefits provided in the Ordinance?

An employee who was or will be called to active military service:

- on or after September 11, 2001, and
- for a period greater than 30 consecutive days, and
- in response to September 11th, 2001, terrorist attacks in New York City, Washington, D.C., and Pennsylvania or related extraordinary circumstances.

3. When is the Ordinance in effect?

This ordinance became effective on November 9, 2001, and remains in effect through May 7, 2002. An employee who is eligible for the provisions of the Ordinance will receive supplementation of pay and benefits on the 31st day of continuous active military duty through May 7, 2002.

4. What is the procedure for obtaining supplementation pay and benefits under the Ordinance?

The employee completes and submits the following forms to his/her departmental Human Resources office:

- Request for Leave form (DHR 7-20) for military leave with active duty orders. Orders may be faxed to the departmental Human Resources office.
- Military Pay Worksheet. The payroll staff and the employee complete this form to calculate the difference between the employee's gross military pay (actual if available or estimated) and the gross City pay.
- Acknowledgement Form. The employee signs this form to acknowledge the responsibility to repay with interest any over payment of supplemental pay and the pecuniary value of any benefits.
- Power of Attorney Form (optional). The employee is encouraged to complete a Power of Attorney form. The form states that the employee authorizes a designated person to carry out transactions for the employee while he/she is on military leave. The City does not provide this form.

5. Since an employee is not eligible to receive supplemental pay and benefits under the ordinance until his/her 31st day of active duty, is an employee entitled to pay and benefits during the first 30 calendar days of active duty?

Yes, under the Military and Veterans Code and under applicable Civil Service Rules, eligible employees are entitled to their regular salary and benefits during their first 30 days of active duty in addition to the pay and benefits that employees receive from the military. The departmental Human Resources office reviews various factors to determine if the employee is eligible for pay and benefits during the first 30 calendar days under either the Military and Veterans Code or the Civil Service Rules. An employee may be eligible for all or part of the first 30 calendar days of salary. Employees who are not eligible under either the Military and Veterans Code or the Civil Service Rules to receive military pay during all or part of their first 30 calendar days of military service may use accrued paid leave during that time.

6. How is an employee's supplemental pay calculated under the Ordinance?

Beginning on the 31st day of active duty, eligible employees will receive the difference between the amount of the employee's gross military pay and the amount of the gross pay the employee would have received if the employee worked his/her normal work schedule, and the employee will continue to receive all benefits, including Retirement and Health Service, as if the employee had worked. Gross pay is estimated based on the average of pay received during the two prior pay periods before the employee was called to active duty.

7. Will an employee's health coverage continue?

An employee and his/her family qualify for health coverage from the Federal Government while on active duty. While the Ordinance is in effect, the City will continue to make contributions on behalf of an employee previously enrolled in a health plan with Health Services. The employee and his/her dependents can elect to continue to be covered as long as the employee pays for any required employee contribution. An employee's contribution is usually a payroll deduction.

An employee may also elect to be exempt from health plan coverage during his/her military leave. If the employee chooses to be exempt while on military leave, he/she must complete an Application for Exemption with the Health Service System prior to reporting to duty. An employee who elects to be exempt from health coverage during military leave must contact the Health Service System immediately upon return to work to reinstate coverage.

An employee may contact or visit the Health Service System office at 1145 Market Street, 2nd floor, (415) 554-1746, Monday - Friday, 8:00 a.m. to 4:45 p.m.

8. How does Military Leave impact retirement benefits?

An employee will receive retirement service credit consistent with Charter Section A8.520. The City will continue to pay the full employee contributions required by the Charter and under the employee's collective bargaining agreement/memorandum of understanding. While on military leave, the employee will receive credit for service for the purpose of computing the benefit (pension) to which he/she is entitled. An employee who has questions regarding employee contributions, updating beneficiary and/or mailing address is encouraged to contact the Retirement System office. An employee may contact or visit the Retirement System office at 30 Van Ness Avenue, Suite 3000, (415) 554-7030, Monday - Friday, 8:00 a.m. to 5:00 p.m.

An employee who has his/her retirement plan administered by the Public Employee's Retirement System (PERS) should contact PERS at (415) 369-8500.

9. How does an employee maintain examination rights while on Military Leave?

In order to maintain examination rights, before leaving for his/her tour of duty, an employee on military leave should contact the exam analyst responsible for the examination if he/she is a candidate in a civil service examination. If the employee does not know the name and/or telephone number of the exam analyst, he/she may call (415) 557-4800 to find out the name and/or phone number of the exam analyst. In addition, DHR's Internal Services Unit will provide the list of all employees on military leave to Merit System Services and the Decentralized Examination Units.

10. How will Military Leave impact an employee's status on an Eligibility List?

Once notified by the departmental Human Resources office, DHR's Internal Services Unit, will compile a list of all employees on military leave and provide this list to the DHR Referral Unit. If an employee is an eligible on a civil service list, he/she does not need to contact DHR. The Referral Unit will check referrals against the list for names of employees on military leave. For specific information about an employee who is an eligible on a civil service list while military leave, contact the DHR Referral Unit.

11. Are there any military benefits and/or entitlements?

Employees must contact their military personnel offices for information about military benefits and/or entitlements. Information about mortgages and other personnel financial matters is available at www.HUD.gov.

Contact your departmental Human Resources office if you have questions about military leave or need to request forms.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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35-01

MEMORANDUM
DHR No. 35 - 01

Date: December 21, 2001

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **COURT BARGAINING UNIT ASSIGNMENT - Initial Determination**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. The assignment is effective ***December 29, 2001***.

Classification	Unit Assignment	Certified Representative
372C Administrative Analyst II	SC - 3	Intl. Federation of Professional & Technical Engineers, Local 21 (EGC 023)

By copy of this memorandum it is requested that the Court notify the employee(s) in the affected classification of this assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

- continued -

Per Civil Service Rule 107, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding this assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employee(s) in the assigned classification from the effective date of the assignment.

cc: Gordon Park-Li, Court
Cheryl Martin, Court
Kate Favetti, CSC
Sheldon Martin, CSC
James Smothers, Controller
Loretta Lum, Controller
Pamela Levin, Contorller
Sandy Holmes, PPSD
Dick Glosenger, PPSD
Donald Mayeda, PPSD
Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Yvonne Hudson, Health Service System
Diana Ferrrari, Health Service System
Deborah McGuire, Health Service System

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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01-02

MEMORANDUM
DHR. No. 01 - 02

Date: January 25, 2002

To: Department Heads
Personnel Officers

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman, Director
Employee Relations Division

Subject: **NOTICE TO UNREPRESENTED EMPLOYEES**

The Employee Relations Division of the Department of Human Resources has scheduled two meetings to meet and confer pursuant to Charter Section A8.409.1. In order to provide notification for affected unrepresented employees, the attached memorandum is being forwarded to your office for immediate posting. Please post this Notice (attached memorandum) in locations accessible to affected unrepresented employees. Additionally, please ensure posting at applicable worksites.

For additional information, you may contact Janet Rogers at 557-4915. Thank you for your assistance and prompt attention to this request.

Attachment

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

Date: January 25, 2002

To: Unrepresented Employees Covered under Ordinance No. 105-01

Through: Geoffrey L. Rothman, Director
Employee Relations Division

From: Janet L. Rogers, Senior Personnel Analyst
Employee Relations Division

Subject: **NOTICE TO MEET & CONFER PURSUANT TO CHARTER SECTION A8.409.1**

Employees in classifications not represented by a recognized employee organization are entitled to represent themselves with the City and County over wages, hours and other terms and conditions of employment to the extent required by state law and shall not be subject to the arbitration provisions of Section A8.409.4 of the Charter.

For those unrepresented employees covered under the current unrepresented ordinance (105-01) for FY 2001-2002, two meetings have been scheduled to consider forms of compensation including salaries, hours, benefits, and other terms and conditions of employment subject to approval or disapproval of the Board of Supervisors pursuant to Section A8.409.1 of the Charter.

The following dates and times have been reserved to meet with those noted, designated unrepresented employees who wish to meet and confer regarding the proposed forms of compensation specified above.

Date/Time: Wednesday, February 6, 2002 – 11:45 a.m.

AND

Thursday, February 14, 2002 – 11:45 a.m.

Location: Office of the Employee Relations Division
Department of Human Resources
44 Gough Street, 3rd Floor
San Francisco, CA 94103

For additional information, you may contact Janet Rogers at (415) 557-4915.

Attachment

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ATTACHMENT

LIST OF UNREPRESENTED CLASSIFICATIONS PURSUANT TO CHARTER SECTION A8.409.1

PLEASE NOTE: This list is based on information available at the time of distribution and is intended to be comprehensive. Questions or concerns about this list (including contentions that the list contains any inaccuracies) may be directed to Janet Rogers, Senior Personnel Analyst, Employee Relations Division, 44 Gough Street, San Francisco, CA 94103. ERD reserves the right to amend this list to ensure it is complete and contains all classifications covered by San Francisco Ordinance No. 105-01.

0001 = Miscellaneous Unrepresented Classification

0002 = Management Unrepresented Classification

1130	Youth Comm Advisor, Bd of Sprv	001
1229	Special Examiner	001
1437	Shelter Office Asst Supv	001
1471	Elections Worker	001
1942	Asst Materials Coordinator	001
2561	Optometrist	001
2576	Sprv Clincal Psychologist	001
2782	Laundry Superintendent	001
3238	Dance Instructor	001
3246	Pianist	001
3376	Animal Care Asst Supv	001
3378	Field Svcs Asst Supv	001
3438	Tree Topper Supervisor 2	001
3650	Medical Records Librarian	001
5502	Project Manager 1	001
5504	Project Manager 2	001
5506	Project Manager 3	001
5640	Environmental Spec	001
5642	Sr. Environmental Spec	001
8168	Parking Hearing Supervisor	001
8219	Parking Enforcement Admin	001
8222	Housing Authority Police Ofc	001
8247	Emergency Planning Coordinator	001
8263	Crime Lab Mgr	001
8282	Sr Environ Control Off	001
8446	Court Alternative Specialist 1	001
9914	Public Service Aide-Admin	001
9916	Public Svc Aide-Public Works	001
9920	Publ Svc Aide-Asst to Prof	001
9922	PS Aide to Prof	001

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AB27	Sctry, Comm on the Environment	001
AC24	Secretary to Port Commission	001
AC28	Chief Forensic Pathologist	001
AC29	Operations Supervisor	001
AC34	Project Analyst	001
AC35	Bd/Comm Secretary 3	001
1156	Director of Environment	002
1283	Dir Emp Relations Div	002
1293	Human Resources Director	002
1849	Prog Mgr, Bus & Econ Develop	002
2142	Reimbursement Mgr, CHN	002
2953	Chief Deputy Director, DHS	002
2978	Contract Compliance Officer 2	002
3234	Marina Manager	002
5508	Project Manager 4	002
8137	Chf Victim/Witness Invstgtor	002
8232	Dir of Museum Security Svcs	002
9251	Public Relations Mgr	002
A006	Parking Bureau Chief	002
AB44	Cfdntal Chf Atty 2,(Cvl&Crmnl)	002
AC27	Dir. of Airfield Development	002
AC30	Dir of Museum Security Svcs	002
AC33	Ethics Comm Executive Director	002
AC36	Deputy Director Admin Svcs	002
AC37	Principal Area Manager	002
AC38	Assistant Superintendent, Rec	002
AC39	Manager, Marina Operations	002

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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04-02

MEMORANDUM

DHR No. 04-02

DATE: February 4, 2002

TO: Appointing Officers
Departmental Personnel Officers
Personnel/Payroll Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: **Fingerprinting of Employees**

Fingerprinting appointments for new employees, which have been available five days per week, will only be available three days per week beginning Monday, February 4, 2002.

Scheduling procedures are not changed. Appointments are scheduled on the quarter hour. Appointments will be scheduled between the hours of 9:00 AM and 12:00 Noon, and between 2:00 PM and 4:00 PM on the following days:

Mondays
Wednesdays
Thursdays

When there is a Monday holiday, appointments will be scheduled on Tuesday.

This reduction in the total number of weekly appointments available is due to a decline in current demand and also is necessary due to declining resources at the Department of Human Resources. After a trial period with this schedule, further adjustments to the schedule or to the availability may be made based upon demand and resources.

Questions concerning this memorandum, general fingerprinting issues and special needs should be addressed to Vernon Nulph, Internal Services Manager (415 557 4849).

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 05 - 02

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Date: February 22, 2002

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: BARGAINING UNIT ASSIGNMENTS - INITIAL ASSIGNMENTS

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignments are hereby determined as indicated below. These assignments are effective *March 2, 2002.*

Classification	Unit Assignment	Certified Representative
1471 Elections Worker	4 - B	United Public Employees, Local 790, SEIU (EGC:0790)
8219 Parking Enforcement Administrator	11 - A	Intl Fed. Of Professional & Technical Engineers, Local 21 (EGC: 0021)

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 107, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest

(over)

regarding the unit assignments set forth above. If you have questions regarding the assignments, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreements with the employee organizations listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Sheldon Martin, CSC
James Smothers, Controller
Loretta Lum, Controller
Pamela Levin, Controller
Sandy Holmes, PPSD
Dick Glosenger, PPSD
Donald Mayeda, PPSD
Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Yvonne Hudson, Health Service System
Diana Ferrari, Health Service System
Deborah McGuire, Health Service System

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 07-02

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DATE: February 27, 2002

TO: Appointing Officers, Personnel Officers, Payroll & Personnel Clerks

FROM: Andrea Gourdine, Human Resources Director

SUBJECT: **EXTENSION OF TEMPORARY APPOINTMENTS**

In accordance with Civil Service Commission Rules114, 214, 314, 414, I have extended, with certain exceptions, active **Temporary Provisional (TPV)** appointments with expiration date of December 31, 2001. The new expiration date is June 30, 2002, assuming that requisitions for the appointments are approved to June 30, 2002. Please be sure that employees complete an updated Notice to Provisional Appointee form. If your department elects not to extend an appointment, please issue a separation report in accordance with applicable Civil Service Rules and/or MOU notification provisions.

Some temporary appointments were not automatically extended. Reasons include the following: the appointments were originally approved pending selections from eligible lists, pending completion of background or medical reviews, or for only a specific duration. Some other appointments were not extended because eligible lists currently exist from which permanent appointments should be made. Additionally, **Temporary Civil Service (TCS)**, **Limited Tenure (TLT)**, **Non-Civil Service (NCS)** and **Temporary Exempt (TEX)** appointments were not automatically extended. Please review applicable Civil Service Commission rules relevant to these appointment types.

You can review your department's temporary appointments and expiration dates in the PeopleSoft Human Resources Management System (HRMS). In addition, a list of TPV, NCS, and TLT appointments in your department that were not extended will be sent under separate cover for your review. Extensions of these appointments may be granted on a case-by-case basis. All appointments must be made to appropriate and valid requisitions. Please contact Ellen Gunselman in DHR's EEO Division at 557-4832 about extending TPV and NCS appointments in the Department of Public Health, and Winnie Tse at 557-4837 about TPV and NCS appointments in all other departments. Contact the DHR Referral Unit about other temporary appointments. Temporary appointments that have expired and not extended will be deemed to be invalid. Please submit separation reports for expired appointments to ensure accuracy of the HRMS appointment database.

For further information, call your department's contact at the Department of Human Resources:

Appointments:	Internal Services, EEO, Referral Unit
Requisitions:	MSS, Referral Unit
Separations:	Internal Services, Referral Unit

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DEPARTMENT OF
HUMAN
RESOURCES
CITY & COUNTY OF SAN FRANCISCO
Andrea R. Gourdine, Human Resources Director

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MAR 15 2002
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MEMORANDUM
DHR No. 08-02

DATE: March 12, 2002

TO: Department Heads
Departmental Personnel Officers
Department Payroll and Personnel Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: Leave of Absence Tracking in the PeopleSoft HRMS

The Department of Human Resources continues to develop functionality in the HRMS that will enable us to administer our Health Service System through an integrated system. To that end we are introducing additional Human Resource functions and data entry that departments must perform in order to optimize the administration of health benefits. This memorandum is in regards to recording certain Leaves of Absence ("LOA") for your employees in specific situations.

Departments will be required to post LOAs into the HRMS for employees on leave for more than five consecutive working days for the following leave types: Educational, Personal, Unpaid Family Care Leave, and Leave for Employment as an Employee Organization Officer or Representative. All departments must begin this posting procedure by May 31, 2002.

In order to assure your compliance with this procedure you need to do the following:

1. Identify the primary HRMS user in your Human Resources or Payroll unit who will be assigned to this posting function. You must also identify a backup HRMS user. Additional users may also be identified based on the needs of your department.

2. Notify Linda Lee, at DHR (via cc:mail or at internet: Linda_Lee@ci.sf.ca.us) whom you authorize to perform LOA posting. You and your designated users will be informed of the training sessions available. (If your leave tracking staff is not an HRMS user, s/he will need to enroll in a View/Query session prior to receiving training on entering LOAs.)

3. Establish necessary procedures to ensure that the individual(s) assigned to posting LOA function receives approved Request for Leave forms (or copies or notification) for the applicable types of leave. It is critical to set up a process to notify these same users when an employee has returned from the leave.

It is our intent that the recording of these LOAs will facilitate the administration of health benefits, the proper processing of premium payments and the correct charges to your department and recovery of costs from the employee. With this same intent we will soon be announcing the posting of certain separations/terminations by your department directly into the HRMS.

For further information, please direct your questions to the DHR Internal Services Analyst assigned to your department.

AG:TY:az

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DEPARTMENT OF HUMAN RESOURCES
CITY & COUNTY OF SAN FRANCISCO
Andrea R. Gourdine, Human Resources Director

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MEMORANDUM
DHR NO. 09-02

DATE: March 18, 2002

TO: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: **Family Medical Leave Act Semi-Annual Summary**

The Department of Labor requires employers to maintain Family Medical Leave Act (FMLA) records in accordance with the record keeping requirements of Section 11 (c) of the Fair Labor Standards Act (FLSA).

Each department is required to complete and submit to DHR's Internal Services Unit the FMLA Semi-Annual Summary in April and October of each year. Upon receipt of these summaries, DHR will compile the citywide statistics required by the Department of Labor.

The FMLA Semi-Annual Summary for the period October 1, 2001 - March 31, 2002 is due on Friday, April 12, 2002. Attached is a copy of the Semi-Annual Summary form. Please mail or FAX the completed summary to Elma Young, DHR's Internal Services Unit, 44 Gough Street (Department #33), FAX number 557-4868.

This memo and the Semi-Annual Summary form were also sent by e-mail to each department's FMLA coordinator.

If there are questions regarding the form, instructions, or procedures, please contact the DHR Internal Services analyst for your department: Gilda Cassanego at 557-4859, Jose Lebron at 557-4856, or Emily Morrison at 557-4951.

Thank you for your cooperation.

Attachment

FMLA Semi-Annual Summary
October 1, 2001 - March 31, 2002

Department Name _____

Department Number _____

Division/Bureau _____

Total number of requests		_____
Total approvals	=	_____
Number of a	=	_____
Number of b	=	_____
Number of c	=	_____
Number of d	=	_____
Total denials	=	_____
Number of 1	=	_____
Number of 2	=	_____
Number of 3	=	_____
Number of 4	=	_____

Signature of Human Resources Manager: _____

Print Name and Phone Number of Person Completing Report: _____

Send original to DHR #33, Internal Services
cc: Department's FMLA file

REASON CODES:

Approvals

a) Birth of the employee's child and to care for the newborn child.
b) Placement with the employee of a child for adoption or foster care, and to care for the newly-placed child.
c) To care for an immediate family member because such family member has a serious health condition.
d) Employee's own serious health condition that makes the employee unable to perform the functions of his/her position including an on-the-job injury or illness.

Denials

1) Employee exhausted FMLA Leave entitlement for the 12-month rolling period.
2) Reason for the request is not covered by FMLA.
3) Employee failed to provide required documentation/certification, or documentation/certification is incomplete.
4) Employee was not eligible for FMLA Leave at the time of the request.

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DEPARTMENT OF
HUMAN
RESOURCES
CITY & COUNTY OF SAN FRANCISCO
Andrea R. Gourdine, Human Resources Director

MEMORANDUM
DHR No. 10-02

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MAR 1 8 2002
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DATE: March 14, 2002

TO: Department Heads
Department Personnel Officers
Department Payroll and Personnel Clerks

FROM: Andrea R. Gourdine
Human Resource Director

SUBJECT: Expiration of Temporary Exempt Requisitions on March 31, 2002

This memorandum is to remind all departments of the impending expiration of temporary exempt requisitions and appointments attached to such requisitions at the close of business March 31, 2002.

If the department determines that there is still a need for these requisitions, departments must issue new requisitions to replace the expiring requisitions. These new requisitions may not extend beyond June 30, 2002, unless the requisition is for seasonal appointments that provide services into the next fiscal year, e.g., seasonal workers at Camp Mather.

The replacement requisitions will be routed through to the Mayor's Budget and Controller's Offices for review and approval.

Upon approval of the replacement requisition(s), departments may reassign any current employee, who is still eligible for employment and whom the department wishes to retain, to the new requisition.

The procedures for these reassignments are as follows:

Single Head Count Requisition – continuing existing employee:
To continue an existing employee in the position, the employee must be reassigned from the expiring requisition to the new requisition by using an individual separation report. Complete the separation report by providing the applicable information that applies to the employee in the position. Indicate the reassignment by using box 1: Reassignment.

Multiple Head Count Requisition – continuing existing employees:
To continue existing employees in the position, each employee must be reassigned from the expiring requisition to the new requisition. A spreadsheet of the employees being reassigned may be attached to a "blanket" separation report. The "blanket" separation report must include the applicable information that applies to all employees in the position. When appropriate, you may use "see attached" to complete the form. Indicate the reassignment by using box 1: Reassignment. You do not need to complete the remaining sections in box 1, because you will instead provide the information on the spreadsheet.

The information on the spreadsheet must include: name of each employee, employee's social security number, expiring requisition number (department), DHR RQ number (expiring), new department requisition number, and new DHR RQ number.

Submit the personnel requisition through the usual procedures. Upon approval of the requisition, all reassignment requests (separation reports and attachments) should be sent directly to the Department of Human Resources, Referral Unit.

Departments are reminded that the appointee must be informed at the time of each appointment as to the duration of the appointment using the Notice to Exempt Appointee form. All employees being reassigned must receive and sign a new Notice to Exempt Appointee form. A copy of this signed notice is to be given to the employee. The original copy is to be filed in the employee's personnel file.

Current employees, who are appointed to requisitions that are not being replaced or are not approved, **must be separated**. Employees may be separated by checking Box 6 Other: Reached Permissible Time Limits on the separation report. The separation report should be completed at least ten (10) calendar days prior to the effective date of the impending separation and provided to the employee as notice. Completed separation reports should be sent to DHR Referral Unit.

For additional information, please call your department's contact at DHR:

Appointments:	Internal Services/Referral Unit
Requisitions:	MSS/Referral Unit

AG:TY:az

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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March 19, 2002

TO: Appointing Officers
Departmental EEO Managers
Departmental Personnel Officers

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FROM: Geoffrey L. Rothman
Director, Employee Relations Division
Department of Human Resources

CC: Dorothy Yee
EEO Manager, Department of Human Resources

RE: Longevity Premium for Employees Represented by SEIU, Locals 250, 535 and 790

The Employee Relations Division would like to clarify the application of the Longevity Premium in the Collective Bargaining Agreement between the City and SEIU Locals 250, 535 and 790 as it relates to employees who take a reasonable accommodation placement (formerly "ADA placement" or "disability transfer") to another SEIU classification[1]. For your reference, the provisions of the longevity premium are as follows:

Longevity Premium

309. Effective July 1, 1995- Notwithstanding the provisions of sub-sections (1), (2) or (3) of section III.I. SALARY STEP PLAN, after completion of ten (10) years of service for the City and thereafter in any classification an employee shall be granted an additional thirty cent ($.30) per hour longevity increment.

310. Effective July 1, 1997: An employee who voluntarily moves to another classification shall not be eligible for longevity pay until he/she has served ten (10) continuous years in the classification. Notwithstanding the preceding sentence, an employee who currently receives longevity pay shall continue to receive longevity pay, unless he/she voluntarily moves to another classification.

Please be advised that eligible employees, who have been receiving the longevity premium, should continue to receive this premium upon taking a reasonable accommodation placement. The continuation of the longevity premium to reasonable accommodation placements is consistent with State and Federal disability laws, which provide employees with comparable rights upon taking such placements. Additionally, it is the City's interpretation that such placements or transfers are involuntary as they are the result of the employee's inability to

[1]The SEIU classifications only include those covered by the joint collective bargaining agreement between the City and SEIU Locals 250, 535 and 790.

perform the duties of the original classification and the employer's obligation to place them in positions for which they possess necessary abilities.

If employees in your department notify you that their longevity premiums were discontinued upon taking a reasonable accommodation placement to another SEIU-represented classification, please make the necessary payroll adjustments so that they continue to receive this premium.

Please feel free to direct your questions to Mary Hao in ERD at 557-4981.

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DEPARTMENT OF HUMAN RESOURCES
CITY & COUNTY OF SAN FRANCISCO
Andrea R. Gourdine, Human Resources Director

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San Francisco, CA 94102

MEMORANDUM

DHR No. 11-02

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DATE: April 5, 2002

TO: All Appointing Officers
Departmental Personnel Officers

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: **Update of Positions with Special Qualifications or Skills Background Investigation Requirements**

The Department of Human Resources (DHR) is currently updating requisition data in the PeopleSoft database to ensure accurate position information. As part of our records update, departments are encouraged to review their existing requisitions and positions data for the items detailed below:

Positions With Special Qualifications or Skills

Departments are encouraged to review existing positions to assess the need for special qualifications or skills. Special qualifications or skills previously approved by the Human Resources Director must be identified on the position requisition. Departments may access a list of their requisitions with special conditions from public queries in PeopleSoft. To add new or change/update existing special qualifications or skills on approved requisitions, requests should be submitted immediately to the DHR, Merit System Services analyst assigned to your department for review and approval. Please submit your request on a Requisition Modification Form. All requests for special qualifications or skills (new or updates) on existing requisitions must be submitted by **April 30, 2002**. Please attach a written justification that fully explains the need for the special qualifications or skills to the requisition modification form.

Please note that special qualifications or skills become Exceptions to the Order of Layoffs. (CSC Rule 121.7.3 Exceptions to Order of Layoff, states: "In the event of a layoff, a person appointed to a position requiring special qualifications or skills as approved by the Human Resources Director shall continue in the position unless a more senior employee or holdover in the class in which the layoff occurs possesses the same qualifications and skills. The Human Resources Director may administer such tests as deemed necessary to determine possession of special qualifications and skills.")

Positions With Background Investigation Requirements:

Departments with background investigation requirements for specific positions are being required to submit a copy of the statutory or regulatory provision(s) that require a background investigation to DHR, Internal Services by **April 30, 2002.** Only those backgrounds required by statutory or regulatory provision(s) will be defined as a special qualification or skill/EOL. When submitting the mandated statutory or regulatory provisions, please reference the job code and title for which the background investigation is required.

Thank you for your prompt assistance with these important matters. For additional information please contact your DHR, Merit System Services and/or Internal Services representative(s).

AG: TY

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 12 - 02

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Date: March 29, 2002

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENTS - INITIAL ASSIGNMENTS**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990 and Section 1.A.2. *Placement of New Classifications* of the Service Employees International Union (SEIU), Locals 250, 535 and 790 Memorandum of Understanding, the following new jobcodes are hereby assigned to bargaining units as indicated below. These assignments are effective the date that the jobcodes were established, ***March 12, 2002.***

Jobcode	Unit Assignment	Certified Representative
2467 Diagnostic Imaging Tech I	6 - B	United Public Employees, Local 790, SEIU(EGC:790)
2468 " " " II	6 - B	" " " " " "
2469 " " " III	6 - B	" " " " " "
2470 " " " IV	6 - B	" " " " " "

By copy of this memorandum it is requested that departments with employees in the affected jobcodes notify such employees of the assignments and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the

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employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding these assignments, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned jobcodes from the effective date of the assignment.

cc: Kate Favetti, CSC
Sheldon Martin, CSC
James Smothers, Controller
Loretta Lum, Controller
Pamela Levin, Controller
Sandy Holmes, PPSD
Dick Glosenger, PPSD
Donald Mayeda, PPSD
Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Yvonne Hudson, Health Service System
Diana Ferrari, Health Service System
Deborah McGuire, Health Service System

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 13 - 02

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Date: April 5, 2002

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENTS - INITIAL AND REASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the initial bargaining unit assignment for jobcode 8232 Director of Museum Security Services and the reassignment for jobcode Q 90 Director of Police Psychology are hereby determined as indicated below. These assignments are effective ***April 13, 2002.***

Classification	Unit Assignment	Certified Representative
8232 Director of Museum Security Serv.	4 - B	Municipal Executives' Assoc. (MEA) EGC:351
Q 90 Director of Police Psychology	P-2 B	S. F. Police Officers' Assoc. (POA) EGC: 911

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the

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employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 107, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignments set forth above. If you have questions regarding the assignments, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreements with the employee organizations listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Sheldon Martin, CSC
James Smothers, Controller
Loretta Lum, Controller
Pamela Levin, Controller
Sandy Holmes, PPSD
Dick Glosenger, PPSD
Johnny Zabala, PPSD
Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Yvonne Hudson, Health Service System
Diana Ferrari, Health Service System
Deborah McGuire, Health Service System

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DEPARTMENT OF HUMAN RESOURCES
CITY & COUNTY OF SAN FRANCISCO
Andrea R. Gourdine, Human Resources Director

MEMORANDUM
DHR No. 14-02

DATE: April 12, 2002

TO: Department Personnel Officers
Department Personnel Staff

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: Distribution of Revised Brochure

The Department of Human Resources brochure entitled "Layoff and Involuntary Leave of Absence Information" has been revised and updated to reflect changes in the Civil Service Commission Rules and to ensure correct Rule citations, addresses and telephone numbers.

Please discard ALL prior editions of this brochure in your possession and immediately utilize this edition of the brochure.

Enclosed are copies of the brochure. You are authorized to copy this brochure for your use as necessary.

If you have any questions regarding the brochure, please contact your assigned analyst in Internal Services.

Enclosure

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How are benefits restored?

Employees who return to duty from holdover rosters may regain the sick leave and vacation credits they accrued before they were laid off or placed on involuntary leave. The original anniversary date will be used in computing vacation, provided the employee was eligible for vacation, and in the case of a temporary employee, was reemployed within six months from the date of layoff. No sick leave credits are earned nor is vacation awarded for the period when the employee is not on paid status.

Employees who are laid off and do not elect to be placed on involuntary leave may file a claim for vacation with the department from which laid off. Employees who are laid off will be eligible for pay for any earned and unused vacation. Permanent employees who have completed probation are returned to duty at the salary step that they were earning at the time of layoff. Temporary employees are normally returned to duty at the first salary step, except when collective bargaining agreements provide otherwise.

What do I do in the meantime?

UNEMPLOYMENT INSURANCE

If you are laid off, placed on involuntary leave or have your hours reduced through no fault of your own, contact the California State Employment Development Department (EDD@1-800-300-5616; website – www.edd.ca.gov) or consult phone directory as soon as possible. You may be entitled to State Unemployment Insurance benefits starting one week after the date of actual layoff, leave or reduction in hours. Delay in filing may cause you to lose benefits.

OTHER EMPLOYMENT

Holdovers who obtain employment outside of the San Francisco City and County Civil Service will NOT lose standing on the Holdover Roster.

QUALIFICATIONS

Holdovers must maintain any qualifications, such as certificates, specialized skills or licenses required by law and by the terms of the examination announcement(s) under which they qualified for employment.

Retirement

The Retirement System is located 30 Van Ness Ave., Suite 3000. Call 554-1550 for general information.

1. Laid off employees retain these retirement rights:
   a. The employee may voluntarily retire if he/she has: 20 or more years creditable service and is at least 50 years of age; 10 or more years creditable service and is at least 60 years of age; or 10 or more years creditable service and suffers from a condition the Retirement System considers as disabling.
   b. An employee who takes a service retirement from city service may not reenter the service except under specific conditions. Check with the Retirement System for more information about City employment after retirement.
2. A member who wishes to remain in the Retirement System must elect to be placed on Involuntary Leave of Absence status upon layoff. An employee on Involuntary Leave cannot remove his/her retirement contributions but will protect rights to benefits in the Retirement System in which enrolled. Anyone who is enrolled under the pre-November 2, 1976 Retirement System should make every effort to leave his/her money in the Retirement System, as an employee who withdraws contributions will re-enter as a member of the post-November 2, 1976 Retirement System.
3. If any employee who elects to be placed in a "layoff" status has less than $1,000.00 in the Retirement System and is a member of the pre-November 2, 1976 system, the employee must withdraw these contributions. The employee must go to the Retirement System office listed above and complete a form requesting the money.
4. Those individuals who elect to be placed in a "layoff" status who are members of the post-November 2, 1976 Retirement System and who have less than five years of membership must withdraw their contributions, as such employees do not have vesting rights.
5. It takes approximately 8 weeks to receive a refund of retirement contributions. A written application for refund must be made at the Retirement System office. If there is an increase in separations from City service, it may take considerably longer than 8 weeks to receive the refund.
6. The Retirement System will not make loans or accept liens against contributions. The Retirement System will verify the amount an employee has in the System upon the employee's written request.

Health Service System Division

The Health Service System office is located at 1145 Market Street, 2nd Floor. The general information number is 415-554-1700.

Information as to membership status for employees who elect to be placed on "layoff" status or who choose to be placed on involuntary leave may be obtained at the Health Service System office.

Important reminders

1. It is important that you check your copy of the Layoff Notice to make sure that the name and address as shown are current. If information is incorrect or missing, have your department amend the notice and send the amended notice to the Department of Human Resources. If you move after being laid off, you must notify the Department of Human Resources. All contact with you for holdover/reinstatement purposes is done by mail; if we do not have your current address, you may miss out on a job opportunity.
2. Depending upon the number of layoffs, there may be a delay in reinstating employees. Employees who are reinstated will receive instructions from the Department of Human Resources by mail on when and where to report. We ask your patience in NOT contacting the Department of Human Resources for information. Department of Human Resources staff will be working hard to return employees to work as quickly as possible.
3. When you have been officially notified that your name has been reached for reemployment, you have five (5) business days from the notification date to respond to the department and to the Department of Human Resources.
4. It is the employee's responsibility to notify the Department of Human Resources of any change of address. Failure to respond to a notice of return to duty may result in the removal of your name from the Holdover Roster(s) and/or eligible lists.

DEPARTMENT OF HUMAN RESOURCES
CITY & COUNTY OF SAN FRANCISCO

Layoff and Involuntary Leave of Absence Information

Excluding Transport Workers Union (Locals 200 and 250A) and the Uniformed Ranks of the Police and Fire

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April 2002

44 Gough St., San Francisco, CA 94103

Layoff and Involuntary Leave of Absence Information

This brochure has been prepared by the staffs of the Department of Human Resources, Civil Service Commission, Retirement System and Health Service System. Please read it carefully.

This brochure outlines some of the basic provisions of the Civil Service Commission Rule governing layoffs and summarizes some of the services and benefits which are available to employees who are laid off or placed on involuntary leave.

Not every policy, rule or procedure related to layoffs is included in this brochure. For more specific information, refer to Civil Service Commission Rule 121 - Layoff, Rule 112.30 Holdover Status and Return to Duty, and to your collective bargaining agreement regarding benefits.

If you have questions, your supervisor or Departmental Personnel Officer can either answer your question or get the answer for you. Please keep this brochure for your future reference.

Why was I laid off?

Layoffs result from (a) lack of work; (b) lack of funds; (c) displacement (bumping) by an eligible from a civil service list; or (d) retrenchment (reduction in anticipation of lack of funds). Layoffs are determined by seniority of employment status within each class and department.

EMPLOYMENT STATUS

The different types of employment status are:

1. Provisional
2. Exempt
3. Temporary from an eligible list
4. Probationary
5. Permanent

Layoffs occur in this order as a general rule. In other words, all employees in each status must be laid off before effecting layoffs in the next status, i.e., within each department:

1. all provisional employees in the class must be laid off before the layoff of any exempt employees in the class.
2. Certain exempt employees in the class must be laid off before the layoff of any temporary employees in the class.
3. all temporary employees in the class must be laid off before the layoff of any probationary employees in the class; and
4. all probationary employees in the class must be laid off before the layoff of any permanent employees in the class.

Within an employment status, the least senior employee in a classification and department is usually laid off first.

SENIORITY

If you are a permanent, probationary or temporary employee, your seniority is calculated from the date that the Department of Human Resources certified your name from an eligible list to a department which resulted in your appointment. If you were appointed by reinstatement, transfer or by reappointment, seniority is calculated from the date of notice from the Department of Human Resources. If you have questions concerning your seniority, contact your department human resources office.

BUMPING

You may have been "bumped" by an employee who was laid off. The most common ways that this can happen are:

1. A permanent or probationary employee who was laid off may displace any temporary employee in the same class in any department.
2. A more senior permanent/probationary employee who was laid off may displace the junior permanent/probationary employee in the class in any department.
3. A promotive employee who was laid off may return to the class from which promoted.

Other ways in which bumping occurs are addressed in Civil Service Commission Rule 121 - Layoff, and Rule 112.30 - Holdover Status and Return to Duty.

What is the difference between "Layoff" & "Involuntary Leave"?

If you are a provisional employee, you will be placed on "layoff" status when separated from City service.

If you are a permanent or probationary employee who is laid off and separated from City service, you have the *option* of being placed either in a "layoff" status or on "involuntary leave of absence" status. Choosing "involuntary leave" status allows you to continue membership in the Retirement System. Choosing "layoff" status allows you to withdraw your contribution from the Retirement System. Should you return to City service after a layoff, you will be placed in the Retirement plan that became effective in November 2000.

If you are a permanent or probationary employee, you will automatically be placed on "involuntary leave" status if you do not indicate which status you prefer. You may discuss this matter with your Personnel Officer or a representative of the Retirement Systems.

What are my Reemployment Rights?

1. If you are laid off while you are on leave to another (temporary, provisional or exempt) City position, you have the right and obligation to return to your permanent class and department. If you are on such leave and laid off, you must immediately report back to the department in which you hold permanent status.

2. If you are a promotive employee in a permanent position, you have the right to return to a position in the class and department from which you promoted or to a vacant position in that class in any City department. If neither one of these is available, it may be possible to be appointed to a position in a class similar to the class from which you were laid off or from which you were promoted, provided this does not affect permanent incumbents.

3. If you are a temporary employee who was appointed from an eligible list you will be returned to the rank and eligible list from which you were appointed. If you are not rehired before the eligible list expires, your name will be placed on a "Temporary Holdover Roster" for the class in the order of total seniority. If the eligible list of a laid off temporary employee has already expired at the time of layoff, the employee automatically becomes a "Temporary Holdover" as described above.

4. Permanent and Probationary employees who are laid off or placed on involuntary leave of absence are called "Permanent Holdovers." They are not returned to the list of eligibles from which they were appointed; rather, they are placed on a "Permanent Holdover Roster" in order of total permanent seniority in the class from which laid off. If there are no vacancies, permanent holdovers may be able to displace the junior permanent/probationary employee in the class citywide. Permanent holdovers will be given preference for reemployment in vacancies ahead of employees requesting transfer, reinstatement or reappointment or eligibles on Civil Service lists.

5. Refusal(s) of offers of reemployment:

a) Permanent Holdover: a refusal of an offer of reemployment to a permanent position in the class and department from which laid off will result in removal from the Holdover Roster for that class. Such refusal of return to duty is considered a resignation; b) Permanent Holdover: a refusal of an offer of reemployment to a different department from which laid off will result in being placed under general waiver for all offers of employment for that department; c) Temporary Holdover: a refusal of any offer of reemployment will result in removal from the Holdover Roster.

6. Provisional employees have no reemployment rights in the class from which laid off.

How are Holdover Rosters used?

1. Permanent Holdover rosters are used to fill both permanent and temporary positions. Temporary holdover rosters are used to fill positions on a temporary basis only. Permanent holdovers will be offered temporary employment before temporary holdovers.

2. Permanent holdovers may refuse temporary employment in any City department or permanent employment in a class or department other than that from which laid off. However, they will not again be offered such employment unless approved by the Human Resources Director.

3. Holdovers usually will not be required to pass a new medical examination upon return to work.

4. Acceptance of a permanent position in a class and department other than that from which laid off will require a new probationary period. Employees who were laid off during the probationary period and who return to the class and department from which laid off will receive credit for the period of probation served prior to layoff.

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DEPARTMENT OF HUMAN RESOURCES
CITY & COUNTY OF SAN FRANCISCO
Andrea R. Gourdine, Human Resources Director

MEMORANDUM
DHR No. 15-02

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Date: May 31, 2002

To: Appointing Officers
Departmental Personnel Officers

From: Andrea R. Gourdine
Human Resources Director

Subject: **Implementation of the Management Classification and Compensation Plan (MCCP) -- Phase 2 for positions represented by the Municipal Executives' Association (MEA)**

As a result of the Board of Supervisor approval on April 15, 2002, the City and County of San Francisco, through the Department of Human Resources (DHR), is prepared to implement Phase 2 of the Management Classification and Compensation Plan (MCCP).

In Phase 1, implemented on July 1, 2001, all MEA-represented Special Assistants were preliminarily allocated into MCCP Manager, Deputy Director, or Department Head job codes based upon job duty descriptions and other documentation currently in DHR files.

In Phase 2, all MEA-represented positions will be classified into a new series of management job codes. These new job codes include Manager I-VIII (eight job codes), Deputy Director I-V (five job codes), and Department Head I-V (five job codes). Current employees in positions classified into the new job codes will maintain their working titles and current salary, including any remaining step increase capability. DHR estimates a timeline of 18 months to complete a city-wide audit and implement Phase 2 of the MCCP.

On a department by department basis, DHR will meet with appropriate Departmental leadership and provide an overview of the procedures required to implement the review and final classification of all MEA-represented managers. DHR classification review will consider Departmental and incumbent input, and any disputes will be subject to appeal to the Civil Service Commission. Participation in MCCP is optional for MEA permanent civil service employees. Once the classification process is complete, DHR will provide specific instructions to Departmental Personnel Officers concerning the procedures required to implement the movement of MEA-represented employees into the new MCCP classes.

The salary administration of the MCCP during the implementation period is explained in Attachment A.

DHR anticipates that employees will have many questions about the agreement, the implementation process and their individual participation in the plan. To address these concerns, DHR plans to provide informational workshops on the agreements reached with MEA. You and your HR managers will be advised in advance of both the citywide agreement workshops and your individual departmental implementation process.

A brochure providing more detailed information about the Phase 2 implementation process is attached (Attachment B).

We look forward to meeting with you and any members of your staff you select to discuss implementation of the MCCP in your department.

Attachments

Administration of the MCCP Salary Plan

The City and the Municipal Executive Association (MEA) have negotiated an amendment to the 2001-2003 collective bargaining agreement that provides for the Phase 2 salary procedures for the Management Classification and Compensation Plan (MCCP).

The instructions that follow describe the salary procedures for:

- new appointments, and
- current employees who will be or have already been allocated to MCCP

New Appointments

As new and vacant MEA represented positions are classified into the MCCP, Appointing Officers may make appointments to these positions at any rate of pay within **Range A**. Range A provides a width of approximately 30% or the equivalent of seven (7) normal salary steps at approximate 5% intervals. There are no fixed salary steps in MCCP pay ranges. This salary plan provides for individualized unique rates of pay for each new hire to MCCP.

Longevity Increments

Full time employees appointed at the lowest salary rate in Range A will be eligible to advance 5% upon completion of six months of continuous service, and successive 5% intervals upon completion of each additional year of required continuous service not to exceed the maximum salary of Range A. Full time employees appointed at any other rate of pay within Range A may advance at 5% intervals based upon the completion of one year required service. Increments based on longevity may not to exceed the maximum of Range A. Part-time regularly scheduled employees who are appointed at the lowest salary rate in Range A advance 5% upon completion of 1040 continuous hours of service, and successive 5% intervals upon completion of 2080 hours of required continuous service, not to exceed the maximum of Range A. Part-time regularly scheduled employees appointed at any other pay rate within Range A progress at 5% intervals upon completion of 2080 continuous hours of paid service, not to exceed the maximum of Range A.

If an Appointing Officer appoints an employee at a pay rate that is less than 5% below the maximum of Range A, advancement will be limited to the maximum of Range A.

Example: Appointing Officer appoints employee to Class 0941 Manager VI in Range A at a pay rate of $4485. This full time employee will be eligible to advance 5% following completion of the required continuous 2080 hours of service. However, 5% would provide a rate of pay that is in excess of the maximum of Range A for Manager VI. The interval increase must be limited to the maximum of range A. This employee's interval increase of 4.17% would equal the maximum of range A for Manager VI (FY 01-02).

The Appointing Officer must notify the Compensation Manager, Employee Relations Division of the new appointee's salary placement into Range A. This notice is essential for establishing the individual's anniversary date for longevity increments.

MCCP Pay Ranges B and C

Appointing Officers, subject to approval by the Department of Human Resources (DHR), Employee Relations Division may request appointments to pay ranges B and C, subject to the criteria listed below. The Compensation Manager will evaluate the requests with its supporting documentation based on the following factors:

1. Documented and substantiated recruiting and retention issues, or
2. Unusual or extraordinary time-limited assignments, or
3. Exceptional or special skills or qualifications that are essential for job performance. (e.g. must have a physician license)

Following this preliminary review, ERD will advance these requests to the Mayors Office for analysis of policy implications. Simultaneously these requests will be advanced to the Controllers Office for analysis of fiscal implications.

Once the final decision has been rendered by the Mayor and Controller, a notice of determination will be transmitted to the department of hire as well as PPSD.

When an employee is assigned a rate of pay in either Ranges B or C, that salary cannot be increased, except for scheduled wage increases pursuant to the contractual scheduled wage increases in the MEA MOU 2001-2003.

Denial of appointment to Ranges B or C is not subject to the grievance procedure or appeal to the Civil Service Commission.

Placement of Current Employees

All current represented MEA employees allocated to the MCCP will be placed into the MCCP at their current biweekly base rate of pay. Employees who are entitled to step increases in their former, pre-MCCP classification, will receive equivalent increases (approximately 5%) on the anniversary date applicable to the pre-MCCP classification. In no event can an employee receive an increase that exceeds the maximum of Range C of the MCCP class to which they are allocated.

Special Pay Premium Qualifying Factors Affecting All MCCP Employees

Special pay premiums such as supervisory differential, acting assignment pay, night duty differential, and POST premium pay will continue to be administered in accordance with the existing salary plan. Employees in the Executive Management (EM) unit who are placed in Range B or C by reason of "unusual or extraordinary time limited assignment" **are not eligible to receive acting assignment pay**.

Employees who supervise an employee in a lower classification and meet the eligibility requirements for supervisory differential in accordance with paragraphs 100-108 of the MEA contract, may have their salary adjusted based on their subordinate's actual rate of pay or the maximum of Range A, whichever is greater.

Employees in MCCP classes that supervise at least one other employee in the same MCCP classification and satisfy the other contractual requirements for supervisory differential, and whose base rate of pay is less than 5% above the base rate of pay of the highest paid subordinate, are eligible to receive an additional 5% adjustment. However, the supervisor's rate of pay, including the special pay differential may not exceed the maximum of Range C.

Pay for Performance

The existing Pay for Performance Plan (PfP) continues under the current MEA contract. For more information refer to the Getting Results booklet (October 2001). Copies are available on line at www.ci.sf.ca.dhr/pfp booklet.htm

Should you have any further questions regarding MCCP salary administration, please contact Janet Bosnich, Compensation Manager at 557-4920.

Once agreement on reclassification is reached with a department, employees in the department will be formally notified of their MCCP classification.

What if I disagree with the outcome when my position is reclassified?

If the employee disagrees with the classification, the employee may submit a Request for Reconsideration form to substantiate their reconsideration request. The request will be reviewed by DHR and a response provided to the employee. If the employee disagrees with the resulting DHR finding, in accordance with existing CSC Rules, final DHR classification actions may be appealed to the Civil Service Commission.

How will Order of Layoffs be affected?

It is the goal and intention of the City that the MCCP be administered so that the existing civil service rights of permanent civil service employees will be maintained. That is, rights that existed prior to implementation of the MCCP will neither be expanded nor diminished by such implementation.

> Example 1: A 1270 Department Personnel Officer who currently is able to bump citywide in the event of layoff, is reclassified into the new Manager I job code in the MCCP. This employee will continue to have bumping rights into those positions identified as equivalent to 1270.
>
> Example 2: A 2459 Forensic Laboratory Manager, a single position class, is reclassified into the new Manager I job code in the MCCP. This employee will continue to have no automatic bumping rights.

Managers who elect to participate in MCCP will have "bumping" rights by seniority limited by the specific requirements of a particular job. No employee will bump into a position that requires qualifications that the employee does not possess. Those PCS MEA employees who elect not to participate in MCCP will have "bumping" rights only within their current classification and will not have the option of "bumping" within the MCCP categories.

I've worked as a Financial Manager for more than 20 years. In my current department my working title is "Manager, Finance and Accounting." Will I be required to use the general job title Manager IX?

You may continue to use the working title. DHR is planning to track the use of working titles under the MCCP.

When will MCCP go into effect?

DHR is anticipating an aggressive schedule requiring the completion of the final classification allocations for 47 departments on a department-by-department basis within an 18-month period from the date the Board of Supervisors approves the MCCP agreement with MEA.

What further steps is DHR taking to address the workforce environment?

DHR will also provide assistance to departments in analyzing and planning for changes in the size, distribution and composition of the workforce in an orderly, controlled and efficient manner. The result should be strategies to meet future needs that realistically encompass the economic, political and social environment of the City and County of San Francisco.

How can I get answers to general questions about MCCP?

Send questions about MCCP by e-mail to:
DHR-MCCP@sfgov.org

DEPARTMENT OF HUMAN RESOURCES
CITY & COUNTY OF SAN FRANCISCO

MCCP

THE MANAGEMENT CLASSIFICATION AND COMPENSATION PLAN

This brochure contains information about the Management Classification and Compensation Plan to help you understand the MCCP and how it may affect you.

May 31, 2002

What is the MCCP?

The MCCP, the Management Classification and Compensation Plan, has been developed by the Department of Human Resources to restructure the way management positions are classified and compensated. The MCCP consists of a series of 18 broad classificatiens and pay lovels — five (5) Department Head, five (5) Deputy Director and eight (8) Management classes. Instead of our existing narrow 20% salary range with rigid five step intervals, each of the new classes will have a 45% open salary range. Each salary range is divided into 3 distinct sections—A (30% range), B (7½ % range), and C (7½ % range). The MCCP replaces ovor 250 separate management classes with 18 new management levels and 11 expanded pay ranges.[1]

Why do we need the MCCP?

Today, the City and County of San Francisco, like employers nationwide, recognizes that a large segment of the workforce, composed primarily of those born in the "baby boom" generation, is nearing retirement age. This wave of retirements could result in an enormous loss of talent and experience that will be very difficult to replace, as the next generation of workers entering the workforce is much smaller than the "baby boomers." Retaining these new employees in the future may be more challonging. Unlike the "baby boomers," Generation X employees generally expect to change jobs frequently, looking to learn new skills in order to remain competitive, for career advancement, and better working conditions and or benefits.

The City must modernize its practices. We must plan **NOW** for the inevitable changes in our workforce environment. The MCCP is one important step towards this goal. The MCCP will set the stage for having mere flexible and streamlined management hiring procedures.

[1] Movement in ranges B and C is subject to the next round of negotiations with MEA.

NOTE: The average age in the City's workforce at 46 is consistent with national statistics for the public sector. The average age in the MEA bargaining unit is 49.

What are the advantages of participating in MCCP?

The MCCP will streamline the management classification structure to encourage a far greater range of possibilities for individual and staff development. It will encourage cross-learning and multiple transfer opportunities for managers by permitting a greater freedom of movement within broad management categories rather than being restricted to a narrowly defined classification. Also, the MCCP expands management salary categories so that individuals may have the opportunity of moving into salary ranges beyond their current classification limits.[1]

Who will be affected by the MCCP?

All permanent, exempt and previsional CCSF MEA-represented management positions will be evaluated for inclusion into the new MCCP management categories. MEA-represented employees will be included in the MCCP if their position is deemed appropriate to this program.

Employees will be reclassified into the MCCP management categories at their current salary level. Employee participating in the MCCP will not have their current salary negatively affected. There will be further negotiations between the City and MEA regarding salary issues with the potential to provide more flexibility, responsiveness to market conditions, internal equity issues, special assignments, special skills and performance.

Permanent Civil Service

The City's Charter states that all positions are subject to the civil service hiring procedures unless specifically exempted. Positions filled through a civil service recruitment and testing process are considered Permanent Civil Service. CCSF employees who have Permanent Civil Service status may choose to participate in the MCCP or may remain in their current classifications.

Exempt

The Charter also lists specific positions that are exempt from the civil service hiring procedures (physicians, attorneys, etc.) or establishes categories of exemptions (department heads, deputies, commission secretaries, etc.). The department head is responsible for determining minimum qualifications and selection procedures for exempt positions. When hired, exempt employees serve at the pleasure of the appointing authority or department head.

Provisional

When a position is subject to civil service hiring procedures and no eligible list is available, departments may fill positions on a "provisional" or "temporary" basis. The Charter limits provisional employment to a maximum of three (3) years. Eligible lists are established after a formal, civil service recruitment and testing process. Provisional MEA employees will be evaluated for inclusion in the MCCP. Provisional employees will be required to participate in an examination process for selection and appointment to Permanent Civil Service status. This is not a change from the current provisional process.

How will the MCCP be implemented in the departments?

Over an 18-month estimated timeframe beginning with authorization by the Board of Supervisers, departments will be contacted according to a pre-determined schedule and informational meetings will be set up for all MEA employees in that department. These informational meetings will provide detailed information about the MCCP implementation process for the department, and will provide employees an opportunity to ask any questions they may have about the process. There will also be an e-mail address provided at that time for any questions that arise during the department implementation. Current information on MEA-represented positions will be requested from the department and MEA employees in each department will confirm that documentation of their positions is current. A review of the duties and responsibilities of all MEA-represented management positions will be conducted by DHR.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 16 - 02

Date: May 3, 2002

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**
MTA - SERVICE CRITICAL

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***May 11, 2002.***

Classification	Unit Assignment	Certified Representative
9160 Transit Operations Specialist	11 - Y	Transport Workers Union, Local 200 (EGC: 200)

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 107, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest

(over)

regarding the unit assignment set forth above. If you have questions regarding this assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreements with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Sheldon Martin, CSC
James Smothers, Controller
Loretta Lum, Controller
Pamela Levin, Controller
Sandy Holmes, PPSD
Dick Glosenger, PPSD
Donald Mayeda, PPSD
Ron Bladow, PPSD
Connie Tan, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Yvonne Hudson, Health Service System
Diana Ferrari, Health Service System
Deborah McGuire, Health Service System
Alona Bumanlag, DHR

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR. No. 17 - 02

Date: May 23, 2002

To: Department Heads
Personnel Officers

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman, Director
Employee Relations Division

Subject: **NOTICE TO UNREPRESENTED EMPLOYEES**

The Employee Relations Division of the Department of Human Resources has scheduled a meeting for all unrepresented employees. In order to provide notification for the affected employees, the attached memorandum is being forwarded to your office for immediate posting. Please post this Notice (attached memorandum) in locations accessible to affected unrepresented employees. Additionally, please ensure posting at applicable worksites.

For additional information, you may contact Janet Rogers at 557-4915. Thank you for your assistance and prompt attention to this request.

Attachment

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

Date: May 23, 2002

To: Unrepresented Employees Covered under Ordinance No. 105-01

Through: Geoffrey L. Rothman, Director
Employee Relations Division

From: Janet L. Rogers, Senior Personnel Analyst
Employee Relations Division

Subject: **NOTICE TO MEET & CONFER PURSUANT TO CHARTER SECTION A8.409.1**

Employees in classifications not represented by a recognized employee organization are entitled to represent themselves with the City and County over wages, hours and other terms and conditions of employment to the extent required by state law and shall not be subject to the arbitration provisions of Section A8.409.4 of the Charter. (See Attachment "A" for a list of unrepresented classifications.) Accordingly, earlier this year the Employee Relations Division conducted a series of meetings for unrepresented employees. After these meetings were completed, the Employee Relations Division transmitted a proposed Ordinance for unrepresented employees for fiscal year 2002-2003 to the Board of Supervisors for their approval.

During the Board approval process, an amendment affecting all employees covered by MOUs and by this Ordinance was proposed. See attachment "B" for the proposed amendment(enclosed). Therefore, as indicated below, the Employees Relations Division has scheduled a meeting for unrepresented employees regarding this proposed amendment.

Date/Time: Friday, May 31, 2002 – 11:45 a.m.

Location: Office of the Employee Relations Division
Department of Human Resources
44 Gough Street, 3rd Floor
San Francisco, CA 94103

For additional information, you may contact Janet Rogers at (415) 557-4915.

Attachments

ATTACHMENT A

UNREPRESENTED CLASSIFICATIONS

001 = Miscellaneous Unrepresented Jobcodes

002 = Management Unrepresented Jobcodes

1130	Youth Comm Advisor, Bd of Sprv	001
1229	Special Examiner	001
1437	Shelter Office Asst Supv	001
1766	Media Production Tech	001
1767	1767 Media Programming Spec	001
1769	Media Production Supv	001
1942	Asst Materials Coordinator	001
2325	Nurse Midwife	001
2561	Optometrist	001
2576	Sprv Clincal Psychologist	001
2782	Laundry Superintendent	001
3238	Dance Instructor	001
3246	Pianist	001
3248	Technical Inst.Assist.-Pianist	001
3376	Animal Care Asst Supv	001
3378	Field Svcs Asst Supv	001
3438	Tree Topper Supervisor 2	001
3650	Medical Records Librarian	001
5502	Project Manager 1	001
5504	Project Manager 2	001
5506	Project Manager 3	001
5640	Environmental Spec	001
5642	Sr. Environmental Spec	001
8168	Parking Hearing Supervisor	001
8222	Housing Authority Police Ofc	001
8247	Emergency Planning Coordinator	001
8263	Crime Lab Mgr	001
8282	Sr Environ Control Off	001
8446	Court Alternative Specialist 1	001
9914	Public Service Aide-Admin	001
9916	Public Svc Aide-Public Works	001

9920	Publ Svc Aide-Asst to Prof	001
9922	PS Aide to Prof	001
AB27	Sctry, Comm on the Environment	001
AC24	Secretary to Port Commission	001
AC28	Chief Forensic Pathologist	001
AC34	Project Analyst	001
AC35	Bd/Comm Secretary 3	001
1156	Director of Environment	002
1283	Dir Emp Relations Div	002
1293	Human Resources Director	002
1849	Prog Mgr, Bus & Econ Develop	002
2142	Reimbursement Mgr, CHN	002
2953	Chief Deputy Director, DHS	002
2978	Contract Compliance Officer 2	002
3234	Marina Manager	002
5508	Project Manager 4	002
8137	Chf Victim/Witness Invstgtor	002
8232	Dir of Museum Security Svcs	002
9251	Public Relations Mgr	002
A006	Parking Bureau Chief	002
AB44	Cfdntal Chf Atty 2,(Cvl&Crmnl)	002
AC27	Dir. of Airfield Development	002
AC30	Dir of Museum Security Svcs	002
AC33	Ethics Comm Executive Director	002
AC36	Deputy Director Admin Svcs	002
AC37	Principal Area Manager	002
AC38	Assistant Superintendent, Rec	002
AC39	Manager, Marina Operations	002

ATTACHMENT B
CITY BUDGET RELIEF PROVISION

WHEREAS, the Charter requires that the Mayor submit a balanced budget to the Board of Supervisors each fiscal year;

WHEREAS, the fiscal impacts of September 11th, 2001 and a slowing economy have resulted in significant revenue shortfalls for San Francisco;

WHEREAS, the Mayor and the President of the Board of Supervisors desire to minimize reductions in City services to the people of San Francisco;

WHEREAS, the Mayor and the President of the Board of Supervisors desire to minimize layoffs of City employees;

WHEREAS, the Mayor and the President of the Board of Supervisors have requested assistance from City employees to balance the 2002-2003 budget;

WHEREAS, Various City employees and their unions have committed to join the Mayor and the President of the Board of Supervisors to minimize reductions in City services to the people of San Francisco;

WHEREAS, this provision shall be submitted to the Board of Supervisors with other ordinances amending the memoranda of understanding between the City and various unions; and

WHEREAS, all other terms of the Ordinance Fixing Salaries for Unrepresented Employees shall remain in full force and effect except and unless otherwise amended;

THEREFORE, effect July 1, 2002:

(a) the City will reduce its "pick-up" of the required employee contribution to the retirement system by 2.75% of the employees' compensation, as defined in Charter section A8.500 *et seq.* or in Government Code section 20000 *et seq.* for those employees enrolled in PERS. At the close of business on June 30, 2003, covered employees parties will return to the *status quo ante* (i.e., full "pick-up").

(b) in addition to wage increases scheduled herein for fiscal year 2002-2003, covered employees shall receive a base wage increase of 1% at the close of business on June 30, 2003;

(c) During fiscal year 2002-2003, the City shall not layoff employees covered by this ordinance. This provision shall expire at the close of business on June 30, 2003.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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Date: May 29, 2002

To: Departmental Personnel Officers
Payroll Clerks

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From: Geoffrey L. Rothman
Employee Relations Director

Subject: ***Seniority Increments and Salary Step Advancement for SEIU, Local 790 employees***

The City and County of San Francisco recently settled a grievance filed by SEIU, Local 790 on behalf of its members alleging that the City had "arbitrarily and inconsistently" applied the seniority increments provision of the 2000-2003 collective bargaining agreement regarding required service time to advance to the next salary step. As a result of this settlement, and to provide for a standard application of seniority increments, the City and the Union have agreed to use a provision in the City's former Salary Standardization Ordinance ("SSO") often referred to as the "one-sixth rule"[1] for Local 790 members[2] in determining advancement to each salary step beyond Step 2.

The contract provision subject to interpretation in the above-referenced grievance is Article III.K, paragraph 391 of the 2000-2003 SEIU collective bargaining agreement which states: "Employees shall advance to the second step upon completion of one thousand forty (1,040) hours worked and to each successive step upon completion of the one (1) year required service." As this language specifies, employees will advance from Step 1 to Step 2 after 1,040 hours worked.

For salary steps beyond Step 2, employees will advance to the next step on each one-year anniversary date of their advancement to Step 2 until the employee reaches the maximum salary of the class. The exception, where an employee has missed significant work time on unpaid leave, step advancement will be determined in accordance with the "one-sixth rule." The above-referenced settlement agreement defines the "one-sixth rule" and its application as:

> "… an administrative application of the City's former Salary Standardization Ordinance used to determine an employee's advancement to the next salary step. Under the 'one-sixth rule,' an employee advances to the next salary step beyond Step 2, and to each successive step, after completing one year of service unless the employee was on unpaid leave status for more than one-sixth of the required one year of service. In such cases, the employee's anniversary date is adjusted by the aggregate total amount of unpaid leave, and the employee advances to the next salary step once the employee makes up the total unpaid leave time."

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[1] It should be noted that the language in the former SSO known as the "one-sixth rule" is included in many City collective bargaining agreements, but is not included in the SEIU collective bargaining agreement.

[2] Although Locals 250 and 535 are not parties to the settlement agreement, interpretation of contract language that covers all three locals will necessarily apply to all, even if certain settlement provisions apply only to Local 790.

Therefore, employees will advance from Step 2 to Step 3, and to each successive step, on the one-year anniversary date of the employee's advancement to Step 2 – unless the employee was on unpaid leave status for more that one-sixth of that year (approximately 44 work days). Should an employee's unpaid leave status exceed one-sixth of that year, that employee's anniversary date and salary step advancement will be adjusted by the aggregate total amount of unpaid leave.

The settlement agreement also provides that this interpretation will be applied prospectively. Local 790 has waived all claims with respect to departments who, prior to this settlement agreement, applied a policy other than the "one-sixth rule" to determine advancement to the appropriate salary step.

You may direct any questions regarding this matter to Janet Bosnich or Elaine Leeming at 557-4990.

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DEPARTMENT OF HUMAN RESOURCES
CITY & COUNTY OF SAN FRANCISCO
Andrea R. Gourdine, Human Resources Director

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MEMORANDUM
DHR No. 18-02

DATE: June 6, 2002

TO: All Appointing Officers
Departmental Personnel Officers

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: **Citywide Layoff Action Items**

As you are aware, the City and County of San Francisco has a fiscal deficit that may result in layoffs. To ensure appropriate and timely coordination, the following action items require your immediate attention:

- **Designation of a Department Layoff Coordinator**
  All departments must designate a coordinator who will be the primary contact with DHR when a layoff occurs. In addition, DHR will rely on the department coordinator to implement their respective department's layoff plan and act as a resource for individuals within the department who are affected by layoffs. Large departments may identify multiple coordinators to meet operational needs.

  Please submit a list electronically, identifying the name(s), job code(s), and contact telephone number(s) of your designated departmental coordinator(s) to Jonathan Nelly, DHR Internal Services by Friday, June 14, 2002 (jonathan.nelly@sfgov.org). Designated departmental coordinators will be contacted when training is scheduled to further familiarize them with the layoff procedures.

- **Anticipated Classifications Subject to Layoffs**
  Please submit a list electronically, identifying the job classifications for those positions that will be subject to layoff. The list should be sent to Vernon Nulph at vernon.nulph@sfgov.org by Friday, June 14, 2002.

- **Effective Date for Layoffs**
  All budget-related layoffs should be effective **September 1, 2002.**

- **Special Qualifications or Skills**
  As a reminder, no additional requests for requisition modification to update special qualifications or skills on existing positions will be accepted. Departments were notified on April 5, 2002, to submit requests for requisition modifications to existing positions to their Merit System Service analyst by April 30, 2002.

- **PeopleSoft Data Base**
  As you know, the Department of Human Resources has implemented PeopleSoft as the City's system of record for employment information. Departments continue to have the responsibility for ensuring the accuracy of requisition and employee record information. DHR will assume the accuracy of requisition data in PeopleSoft and use that information to reappoint employees who have been displaced.

- **Advance Notice of Layoff/Meet and Confer Obligation**
  Departments are reminded to refer to applicable Memoranda of Understanding for layoff notification timelines and/or meet and confer obligations concerning the business impact(s) of layoffs. Generally, the city is obligated to meet MOU layoff timelines and must offer the applicable union the opportunity to discuss the business impact(s) of the impending layoff. You must contact Alice Villagomez, Assistant Employee Relations Director at 557-4921 to coordinate the meet and confer process.

Thank you for your prompt assistance with these important matters. For further information, please call your department's assigned contact at DHR:

Layoff Coordination:	Internal Services/Referral Unit
Requisitions & Special Qualifications/Skills:	Merit System Services
Requisition Cancellation:	Referral Unit
MOU interpretation & Meet and Confer Process:	Employee Relations Division

AG/TY:az

cc: Marsha Stroope, MSS
Geoff Rothman, ERD
Alice Villagomez, ERD
Vernon Nulph, Internal Services
Pat Pon, Referral

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 19 - 02

Date: June 14, 2002

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT REASSIGNMENTS**

As a result of the representation elections conducted pursuant to the Tripartite Agreement, representation for the jobcodes listed below will be amended. Three jobcodes, 1888 Resource Efficiency & Energy Conservation Manager, 5212 Principal Engineer and 9386 Senior Property Manager, Port, will no longer be represented by the Municipal Executives' Association (MEA). They will now be represented by the International Federation of Professional and Technical Engineers, Local 21. Additionally, jobcode 2978 Contract Compliance Officer II, previously unrepresented, will be represented by Local 21. The representation changes are effective ***July 1, 2002***.

Classification	Unit Assignment	Certified Representative
1888 Resource Efficiency & Energy Conservation Manager	11 - F	Intl. Federation of Professional & Technical Engineers, Local 21 (EGC 021)
2978 Contract Compliance Officer II	11 - A	" " " " "
5212 Principal Engineer	11 - F	" " " " "
9386 Senior Property Manager, Port	11 - A	" " " " "

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of these assignments. ***Please note that the current Local***

(over)

21 Memorandum of Understanding (MOU) is being amended to cover these jobcodes. Effective July 1, 2002, the Local 21 MOU will apply to the newly assigned jobjcode.

If you have questions regarding these assignments, please contact Janet Rogers at 557-4915.

cc: Kate Favetti, CSC
Sheldon Martin, CSC
Alona Bumanlag, DHR
James Smothers, Controller
Loretta Lum, Controller
Pamela Levin, Controller
Sandy Holmes, PPSD
Dick Glosenger, PPSD
Johnny Zabala, PPSD
Ron Bladow, PPSD
Connie Tan, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Yvonne Hudson, Health Service System
Diana Ferrari, Health Service System
Deborah McGuire, Health Service System

DEPARTMENT OF HUMAN RESOURCES
CITY & COUNTY OF SAN FRANCISCO
Andrea R. Gourdine, Human Resources Director

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MEMORANDUM
DHR No. 21-02

DATE: June 12, 2002

TO: Appointing Officers
Departmental Personnel Officers

FROM: Andrea R. Gourdine, Human Resources Director

SUBJECT: Temporary Exempt Employment

The purpose of this memorandum is to clarify Citywide policy on temporary exempt employment authorized under Charter Section 10.104.16, and to remind all departments of the impending expiration of temporary exempt requisitions and the appointments attached to such requisitions at the close of business June 30, 2002.

The City and County of San Francisco Charter Section 10.104 Exclusion From Civil Service Appointment (Category 16), provides that temporary seasonal employees shall be exempt from competitive civil service examination, appointment and removal procedures, and that the person serving in the position shall serve at the pleasure of the appointing authority. Further, the Chapter prescribes that temporary and seasonal appointments are not to exceed the equivalent of half time employment (1040) hours during any fiscal year. It is expected that Departments will manage employees working hours to conform to Charter requirements.

Rather than relying upon manual oversight, the Department of Human Resources now has the capacity to monitor hours worked, by individual, on a bi-weekly basis. Therefore, employees will not be allowed to work beyond 1040 hours regardless of the number of temporary exempt appointments held in any Department. The enhanced tracking system will begin July 1, 2002. Departments will be notified when an employee has worked 500 hours. Departments will receive a report every pay period thereafter until the employee works 749 hours. Attached is a sample notification form that will be sent to Departments and employees when an employee has worked 750 hours.

For a smooth transition, please adhere to the following instructions:

Separation Procedures:
Separate all Category 16 as-needed employees who are expected to work less than 1040 hours in the current fiscal year. To separate the employee, please complete a Separation Report for the employee by checking Box 6, *Other: Reached Permissible Time Limits*. Although the employee has already signed a notification of his/her "as needed/seasonal" and "at will" employment status, it is suggested that the employee receive the Separation Report at least ten (10) days prior to the actual separation date. Send a copy to the DHR Referral Unit. If you plan to rehire the employee follow the requisition and appointment procedures below.

Requisition Procedures:
All Category 16 requisitions will **expire June 30, 2002**, therefore, continued employment against current year requisitions will not be authorized. New requisitions must be issued and may have a maximum of one-year duration. However, no individual employee will be authorized to work beyond 1040 hours.

Appointments Procedures:
Upon approval of the replacement requisition(s), if the Category 16 employee has worked **less than 1040 hours** in the current fiscal year, please process new appointments of as-needed/seasonal employees against the new requisitions. Departments are reminded to complete the Notice to Exempt employee form at the time of processing. A copy of completed, signed form MUST be given to the employee; the original form is to be placed in the employee's personnel file.

OR

Upon approval of the replacement requisition(s), if the Category 16 employee has inadvertently worked **more than 1040 hours and/or who have an SP/VAC balance** in the current fiscal year, please reassign the employee against the new requisition. Reassignment is to be made by completing the *Reassignment* line of the standard DHR Separation Report for single head count requisitions. For multiple head count requisitions, an attachment listing employee name, Social Security Number, job code, old department and DHR requisition numbers, and the effective date of reassignment may be attached to a "blanket" Separation Report identifying the reassignment. Departments are reminded to complete the Notice to Exempt employee form at the time of processing. A copy of completed, signed form MUST be given to the employee; the original form is to be placed in the employee's personnel file. Please note that in the new fiscal year, these employees will be subject to the enhanced tracking system and will not be allowed to work beyond 1040 hours.

For further information, please call your department's assigned contact at DHR:

Appointments:	Internal Services/Referral Unit
Requisitions:	MSS/Referral Unit
Separations:	Internal Services/Referral Unit.

AG:TY

Attachment

DEPARTMENT OF HUMAN RESOURCES
CITY & COUNTY OF SAN FRANCISCO
Andrea R. Gourdine, Human Resources Director

ATTACHMENT TO DHR MEMO 21-02

MEMORANDUM

Date Date

To: [Name], Departmental Personnel Officer

From: Ted Yamasaki, Deputy Director, Administrative Services

Subject: Notice of Temporary As-Need Hours:
[Employee's Name]

According to our records, the employee identified below is a temporary exempt as-needed employee in your Department and has worked at least 750 hours in the current fiscal year. If your payroll and/or personnel records are in conflict with this data, please immediately contact the DHR Internal Services Unit.

Total hours worked this fiscal year through pay period ending: [date]

Employee Name	Job Code	Department	Hours Worked

To separate the employee, please complete a Separation Report for the employee by checking Box 6, *Other: Reached Permissible Time Limits* on the separation report, prior to the employee working 1,040 hours. As a guideline for reasonable notice, the separation report should be completed and given to the employee at least ten (10) days prior to the separation date. Send the completed separation report to DHR Referral Unit.

Upon separation any applicable vacation balance must be paid out in full to the employee. Please refer to applicable MOUs for additional benefits-related payment requirements. Should you have any questions or require additional information, please contact an Internal Services Analyst.

cc: Ben Rosenfield, Mayor's Budget Director
Sandy Holmes, PPSD
DHR – Internal Services

Employee Name
Address
City, State Zip

DEPARTMENT OF HUMAN RESOURCES
CITY & COUNTY OF SAN FRANCISCO
Andrea R. Gourdine, Human Resources Director

MEMORANDUM
DHR No. 22 - 02

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Date: June 28, 2002

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - Initial Assignment**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990 and Article 1.A.2. *Placement of New Classifications* of the Service Employees International Union (SEIU), Locals 250, 535 and 790 Memorandum of Understanding, the following new jobcode is hereby assigned to a represented bargaining unit as indicated below. This assignment is effective the date that the jobcode was established, ***June 21, 2002.***

Classification	Unit Assignment	Certified Representative
3549 Arts Program Assistant	8 - H	United Public Employees, Local 790, SEIU (EGC 0790)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 107, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the

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required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding this assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Sheldon Martin, CSC
Alona Bumanlag, DHR
James Smothers, Controller
Loretta Lum, Controller
Pamela Levin, Controller
Sandy Holmes, PPSD
Dick Glosenger, PPSD
Johnny Zabala, PPSD
Ron Bladow, PPSD
Connie Tan, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Yvonne Hudson, Health Service System
Diana Ferrari, Health Service System
Deborah McGuire, Health Service System

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DEPARTMENT OF HUMAN RESOURCES
CITY & COUNTY OF SAN FRANCISCO
Andrea R. Gourdine, Human Resources Director

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MEMORANDUM
DHR No. 23-02

DATE: July 31, 2002

TO: Appointing Officer
Departmental Personnel Officers

FROM: Andrea R. Gourdine, Human Resources Director

SUBJECT: Revised Employee Handbook

I am pleased to present the enclosed 2002 version of the City and County of San Francisco Employee Handbook. This updated version reflects current information on personnel rules, polices and procedures, personnel laws, services and benefits. Please ensure that the 2002 version of the Handbook replaces any previous versions you have on file. All new employees appointed on or after August 15, 2002 must receive the 2002 version of the Handbook.

Departments will continue to be responsible for the printing of the handbook for distribution to their employees. To that end, an electronic version (PDF format) of the handbook will be provided, on disk, to the departmental personnel officer or representative in all departments. A printed copy of the Handbook is also available upon request. The Handbook will also be available on the new DHR website: www.sfgov.org/dhr.

Questions about the Employee Handbook should be directed to the DHR Internal Services Analyst for your department, (Gilda Cassanego 557-4859, Jose Lebron 557-4856 or Emily Morrison 557-4951).

Enclosure

DEPARTMENT OF HUMAN RESOURCES
CITY & COUNTY OF SAN FRANCISCO
Andrea R. Gourdine, Human Resources Director

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MEMORANDUM
DHR NO. 24-02

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Date: September 9, 2002

To: Appointing Officers
Personnel Officers
Payroll and Personnel Representatives

From: Andrea R. Gourdine
Human Resources Director

Subject: Procedures for Salary Placement in the Management Classification and Compensation Plan (MCCP)

Unless altered by negotiations, the following procedures are in effect during the Phase 2 implementation period for positions allocated to the MCCP. These procedures have been established in accordance with Amendment No. 1 to the 2001-2003 Memorandum of Understanding between the City and County of San Francisco and the Municipal Executives' Association (MEA).

Initial Salary Placement in Range A

Appointments to Range A of MCCP Pay Plan are at the discretion of the Appointing Officer and may be set at any salary rate between the minimum and maximum of this range.

The Department of Human Resources requires that departments complete the MCCP Salary Assignment Form that will convert the annual salary to an hourly rate, record the start work date, provide other pertinent employee data, and serve as a record- keeping document.

Departments will continue to utilize and submit the Personnel Action Request (PAR) for MCCP hires. The purpose and routing of the PAR remains unchanged. For instructions on completing the PAR, refer to Attachment 1.

Note: The MCCP Salary Assignment Form should be forwarded to the Employee Relations Division/Compensation, as an e-mail attachment, to provide advance notice of the pending submission of the salary placement in Range A. Departments should attach the original MCCP Salary Assignment Form to the PAR and submit both documents to PPSD.

Salary Advancement In Range A

Full- time employees placed at the minimum salary of Range A will advance 5% upon completion of six (6) months continuous service, and at successive 5% intervals upon completion of each additional year of required continuous service not to exceed the maximum salary in Range A.

Full- time employees placed at any other salary within Range A advance at 5% intervals following completion of one year required continuous service not to exceed the maximum salary in Range A.

Part-time regularly scheduled employees placed at the lowest salary rate in Range A will advance 5% following completion of 1040 continuous hours of paid service, and to successive 5% intervals following completion of each 2080 hours of required continuous service not to exceed the maximum salary in Range A.

Part-time regularly scheduled employees placed at any other salary rate within Range A will advance 5% intervals following completion of 2080 continuous hours of paid service to the maximum salary in Range A.

Example: Appointing Officer appoints an employee to Class 0941 Manager VII during FY 2002-2003 in range A at an annual pay rate of $120,000. The maximum of Range A is $124,514 at the time of placement. This full-time employee will be eligible to advance 5% following completion of the required continuous 2080 hours of service. However, 5% would provide a pay rate that would exceed the maximum salary of Range A for Manager VI, exclusive of scheduled wage increases. As a result, the employee will receive an interval increase of less than 5%. The exact percentage increase will be that remaining percentage that does not exceed the maximum of Range A.

Salary Placement in Ranges B & C

Appointing Officers may request approval to appoint new employees to a MCCP position at an annual salary rate in Range B or C. In order to be considered, the request must satisfy one or more of the following criteria:

1. Demonstrated recruitment or retention issues (see Attachment 2) or
2. Unusual or extraordinary time-limited assignments, or
3. Exceptional or special skills or qualifications essential for job performance.

Step 1. The Appointing Officer must submit a written request to the Department of Resources (attention ERD) documenting one or more of the listed criteria have been satisfied. The request and documentation should justify and support an exact rate of pay in Range B or C.

Step 2. DHR will review the supporting documentation and determine whether or not it satisfies one or more of the criteria listed above. If the request includes all required documentation, ERD will generally complete its review within three (3) business days.

If at least one of the criteria is not satisfied –DHR/ERD will notify the requesting department of a denial following the review process.

Step 3. If the criteria are satisfied, DHR/ERD will consult with the Mayor and Controller and advise the requesting department of the final disposition as quickly as possible.

Step 4. The ultimate decision is final and not subject to appeal.

NOTE: See Amendment No.1 to the 2001-2003 MEA MOU that states, "Placement into ranges B and C is not grievable or appealable."

Step 5: The hiring department must then complete the DHR MCCP Salary Assignment Form and follow the procedures as defined in Range A. (See attachment I)

Salary Advancement in Ranges B & C:

Employees assigned to Ranges B and/or C are not eligible for salary interval increases.

Once an appointment to Ranges B and/or C is approved, the MCCP employee's rate of pay will only increase by scheduled wage increases provided in the collective bargaining agreement for Municipal Executives Association (MEA) FY 2001-2003.

Should you have further questions regarding the application of salary placement into Ranges A, B and/or C for MCCP employees, please contact the Compensation Manager at 557-4920.

City and County of San Francisco
Office of the Controller
Payroll/Personnel Services Division
TEL. (415) 558-7800
FAX (415) 558-7866

Attachment #1

Payroll Procedures for Salary Placement in MCCP

Complete the PAR in the usual way for a new hire or a class change by following the following special procedure:

Line-D PAY RATE
Write the special pay rate assigned to this employee.

Line-D SALARY STEP
New Hire: Write '**21**' as the step.

Class Change: Add 20 to the employee's current step. For example, if the employee is currently at step 03 in his/her current class, write '23' as the step in the MCCP class.

Note: the "add 20" technique is used to help recognize employees in MCCP classes who may be eligible for further step increases based upon seniority increment entitlement from their former pre-MCCP job class.

REMARKS
Write "MCCP special rate."

Note: The PAR will not require DHR/ERD approval sign off. The MCCP Salary Assignment Form should be forwarded to Employee Relations Division/Compensation, as an email attachment, to provide advance notice of the pending submission of salary placement in Range A. Departments should attach the original MCCP Salary Assignment Form to the PAR and submit both documents to PPSD.

Departments will continue to utilize and submit the PAR (Personnel Action Request) for MCCP hires as the routing of the PAR remains unchanged.

Attachment #2

MCCP Ranges B and C Guidelines

What criteria will be considered in reviewing departmental requests in making appointments into Range B or C?

It is the Department's responsibility to provide DHR with a factual analysis that supports the rationale for the request. The Mayor's Office and Controller's Office interests center around the need for a position and funding availability. Therefore, Departments should consider placing their request in context by covering business operating and financial issues. For example, the urgency of filling the position, the general assignments of the position that go towards meeting the department's mission, impact(s) of the position remaining vacant, etc. and **demonstrating the ability to pay the requested compensation.**

The specific factors that DHR considers will differ based on the reason that the request is being made. If the request is being made based on a recruitment or retention problem, we would typically expect to see the following types of relevant factors covered in the submission:

- Length of time the position has currently been vacant.
- Position turnover rate and history of efforts to fill the position.
- Description of recruitment strategies employed, e.g. types of media used (internet sites, ads, etc.), recruitment area (national, state, local, etc.), resources used (headhunter, staff, etc.), focused outreach (job fairs, personal contacts, etc.).
- Number of qualified applicants and general profiles.
- Qualifications of proposed appointee.
- Number of job offers tendered and rejected.
- Total compensation regional market comparison, recent changes in market conditions, etc.
- Specific job offers made to existing staff.

For unusual or extraordinary time-limited assignments, DHR would typically expect to see the following (in addition to covering business operating issues and demonstrating the ability to pay):

- Description of the assignment.
- Circumstances giving rise to the need for the unusual or atypical situation.
- Discussion of why it is unusual or atypical compared to similar positions in the department, unit, etc.
- Explanation of why the proposed appointee is uniquely qualified to perform the assignment compared to other possible positions.
- Timeline of proposed assignment.

For exceptional or special skills or qualifications essential for job performance, DHR would typically expect to see the following (in addition to covering business operating issues and demonstrating the ability to pay):

- Principal assignments of the position.
- Comparison of the announcement's minimum qualifications to the proposed appointee's educational qualifications. The unique qualifications should be tied to the principal assignments; e.g. although not required, the analytical skills acquired with a JD degree would measurably facilitate the department's ability to quickly develop policies and procedures to implement new, complex federal and state legislation.
- Comparison of the announcement's minimum qualifications to the proposed appointee's work experience. The unique work experience should be tied to the principal assignments; e.g. demonstrated expertise in workforce planning where the principal assignment is to prepare a strategic staffing plan.

Remember that these are guidelines. The specific discussion and criteria in your submittal should correspond to the specific set of circumstances surrounding your specific situation. A department will probably have only one opportunity to present its case. Ideally, the argument should be persuasive, complete, but succinct (no more than three pages).

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DEPARTMENT OF HUMAN RESOURCES
CITY & COUNTY OF SAN FRANCISCO
Andrea R. Gourdine, Human Resources Director

MEMORANDUM
DHR No. 26 - 02

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Date: August 16, 2002

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***August 24, 2002.***

Classification	Unit Assignment	Certified Representative
2325 Nurse Midwife	8 - D	United Public Employees, Local 790, SEIU (EGC: 791)

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 107, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Kate Favetti at 252-3250 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding this assignment, please contact Janet Rogers at 557-4915.

(over)

In general, provisions of the collective bargaining agreements with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
James Smothers, PPSD
Ron Bladow, PPSD
Johnny Zabala, PPSD
Seretha Gallaread, PPSD
Pamela Levin, Controller
Oli Sadler, DTIS
Clare Murphy, Retirement
Yvonne Hudson, Health Service System
Diana Ferrari, Health Service System
Deborah McGuire, Health Service System
Alona Bumanlag, DHR

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DEPARTMENT OF HUMAN RESOURCES
CITY & COUNTY OF SAN FRANCISCO
Andrea R. Gourdine, Human Resources Director

MEMORANDUM
DHR No. 27 - 02

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Date: August 16, 2002

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **ASSIGNMENT OF CLASSES TO NEW UNREPRESENTED COURT BARGAINING UNIT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following classifications are being assigned to a new unrepresented confidential bargaining unit for the Court as indicated below.

Classification	Unit Assignment
476C Human Resources Technician	SC - C
373C Associate Human Resources Analyst	SC - C
376C Senior Human Resources Analyst	SC - C
495C Secretary to the Presiding Judge	SC - C

By copy of this memorandum it is requested that the Court notify the employee(s) in the affected classification of this assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions

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among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 107, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Kate Favetti at 252-3250 to request the required form if you wish to file a protest regarding the unit assignments set forth above. If you have questions regarding these assignments, please contact Janet Rogers at 557-4915.

cc: Gordon Park-Li, Court
Cheryl Martin, Court
Kate Favetti, CSC
James Smothers, Controller
Ron Bladow, PPSD
Johnny Zabala, PPSD
Seretha Gallaread, PPSD
Pamela Levin, Contorller
Oli Sadler, DTIS
Clare Murphy, Retirement
Yvonne Hudson, Health Service System
Diana Ferrrari, Health Service System
Deborah McGuire, Health Service System
Alona Bumanlag, DHR

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

DOCUMENTS DEPT.

AUG 21 2002

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MEMORANDUM
DHR No. 28-02

DATE: August 19, 2002

TO: Appointing Officers, Personnel Officers, Payroll & Personnel Clerks

FROM: Andrea Gourdine, Human Resources Director

SUBJECT: EXTENSION OF TEMPORARY APPOINTMENTS

Temporary Appointments Extended

In accordance with Civil Service Commission Rules 114, 214, 314, 414, I have extended, with certain exceptions, active **Temporary Provisional (TPV)** appointments with expiration date of June 30, 2002. The new expiration date is December 31, 2002, assuming that requisitions for the appointments are valid to December 31, 2002. Please be sure that employees complete an updated Notice to Provisional Appointee form. If your department elects not to extend an appointment, please issue a separation report in accordance with applicable Civil Service Rules and/or MOU notification provisions.

Temporary Appointments Not Extended

Temporary Civil Service (TCS), Limited Tenure (TLT), Non-Civil Service (NCS) and **Temporary Exempt (TEX)** appointments have not been automatically extended. Please review applicable Civil Service Commission rules relevant to these appointment types.

Some provisional (TPV) appointments were also not automatically extended. If there are TPV appointments in your department that have not been extended, the department's human resources manager will receive a listing of these appointments. Please refer to the 'Comments' column for the reason that the provisional appointment cannot be extended.

Reasons for not extending a provisional appointment may include the following: the appointment has reached the three-year limit, an eligible list currently exist from which permanent appointments could be made, or the appointment was made for a specific duration with an end date other than June 30, 2002.

Requests to extend temporary appointments may be reviewed with DHR staff and may be granted on a case-by-case basis. All appointments must be made to appropriate and valid requisitions.

DHR Contacts

Please contact Ellen Gunselman in DHR's EEO Division at 557-4832 about extending provisional appointments. Contact the DHR Referral Unit about other temporary appointments. Temporary appointments that have expired and not extended will be deemed to be invalid. Please submit separation reports for expired appointments to ensure accuracy of the HRMS appointment database.

For further information, call your department's contact at the Department of Human Resources:

Appointments:	Internal Services, EEO, Referral Unit
Requisitions:	MSS, Referral Unit
Separations:	Internal Services, Referral Unit
MOU Provisions:	Employee Relations

You can review your department's temporary appointments and expiration dates in the PeopleSoft Human Resources Management System (HRMS).

DEPARTMENT OF HUMAN RESOURCES
CITY & COUNTY OF SAN FRANCISCO
Andrea R. Gourdine, Human Resources Director

MEMORANDUM
DHR NO. 29-02

DATE: September 20, 2002

TO: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: **Family Medical Leave Act Semi-Annual Summary**

The Department of Labor requires employers to maintain Family Medical Leave Act (FMLA) records in accordance with the record keeping requirements of Section 11 (c) of the Fair Labor Standards Act (FLSA).

Each department is required to complete and submit to DHR's Internal Services Unit the FMLA Semi-Annual Summary in April and October of each year. Upon receipt of these summaries, DHR will compile the citywide statistics required by the Department of Labor.

The FMLA Semi-Annual Summary for the period April 1, 2002 - September 30, 2002 is due on Friday, October 11, 2002. Attached is a copy of the Semi-Annual Summary form. Please mail or FAX the completed summary to DHR's Internal Services Unit, 44 Gough Street (Department #33), FAX number 557-4868.

This memo and the Semi-Annual Summary form were also sent by e-mail to each department's FMLA coordinator.

If there are questions regarding the form, instructions, or procedures, please contact the DHR Internal Services analyst for your department: Gilda Cassanego at 557-4859, Jose Lebron at 557-4856, or Emily Morrison at 557-4951.

Thank you for your cooperation.

Attachment

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FMLA Semi-Annual Summary
April 1, 2002 - September 30, 2002

Department Name _____
Department Number _____
Division/Bureau _____

Total number of requests		_____
Total approvals	=	_____
Number of a	=	_____
Number of b	=	_____
Number of c	=	_____
Number of d	=	_____
Total denials	=	_____
Number of 1	=	_____
Number of 2	=	_____
Number of 3	=	_____
Number of 4	=	_____

Signature of Human Resources Manager: _____

Print Name and Phone Number of Person Completing Report: _____

Send original to DHR #33, Internal Services
cc: Department's FMLA file

REASON CODES:

Approvals

a) Birth of the employee's child and to care for the newborn child.
b) Placement with the employee of a child for adoption or foster care, and to care for the newly-placed child.
c) To care for an immediate family member because such family member has a serious health condition.
d) Employee's own serious health condition that makes the employee unable to perform the functions of his/her position including an on-the-job injury or illness.

Denials

1) Employee exhausted FMLA Leave entitlement for the 12-month rolling period.
2) Reason for the request is not covered by FMLA.
3) Employee failed to provide required documentation/certification, or documentation/certification is incomplete.
4) Employee was not eligible for FMLA Leave at the time of the request.

DEPARTMENT OF
HUMAN
RESOURCES
CITY & COUNTY OF SAN FRANCISCO
Andrea R. Gourdine, Human Resources Director

MEMORANDUM
DHR No. 30 – 02

DOCUMENTS DEPT.
OCT 9 2002
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DATE: October 4, 2002

TO: Departmental Personnel Officers and Analysts
Personnel and Payroll Staff

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: **Updates and Training Schedule for Unemployment Insurance Program**

Gates McDonald, the City's third party administrator for unemployment insurance has been acquired by TALX Corporation and renamed UCeXpress. Maurizio (Mark) Smith will continue to be the City's account consultant.

UCeXpress has the ability to allow each department to access its own Claim Activity Report via a secured website. In order to provide this service, UCeXpress has requested each department provide an e-mail address. Each department's Human Resources Manager must complete the attached sheet, "Department Sign-up Sheet for Web and Separation Reporting", and send the original sheet to the Internal Services Unit.

Internal Services has arranged for UCeXpress to conduct two (2) training sessions on unemployment insurance for personnel and payroll staff. The training will review:

- roles of the City and UCeXpress,
- procedures for processing unemployment claims,
- basics of unemployment insurance,
- guidelines for documentation,
- preparation for an unemployment insurance hearing,
- importance and access of web-based Claims Activity Reports, and
- how to report separations to UCeXpress.

Personnel, payroll and clerical staff who complete unemployment insurance claim forms and/or attend hearings are encouraged to attend one of the following sessions:

Date:	Wednesday, October 23, 2002
Location:	44 Gough Street, Learning Center, 1st floor, Rooms 105 & 106
Time:	1:30 pm.
	OR
Date:	Friday, November 1, 2002
Location:	44 Gough Street, Learning Center, 1st floor, Rooms 105 & 106
Time:	9:30 a.m.

Please be prompt. Training will begin on time. Registration will be 15 minutes before the training starts.

E-mail or call Jonathan Nelly at 557-4829 to confirm the number of attendees from your department and the time attending. Your RSVP will help us provide adequate seating and handouts for all participants. If you have any questions about unemployment insurance claims, please contact your Internal Services Analyst.

Attachments

Summary of How to Report a Separation

Department Notice to TALX UCeXpress (formerly Gates McDonald) of a Separation:

When an employee separates from City and County service, regardless of the reason, a department representative must report the separation to UCeXpress by calling the Employee Separation Reporting Line at 1-800-628-9829, OR by FAX (see below), OR by going to www.ucexpress.com and clicking on Client Login and following the prompts to the Load Separation application. Do NOT send copies of the Separation Reports to UCeXpress.

Attached are the Employee Separations Reporting Line instructions and a code list. If there are multiple separations, the department may fax a list of separated employees with the same information required when phoning the Separation Reporting Line. The separation codes used in the computerized version are exactly the same ones as those used for the telephone reporting line.

Summary of How an Unemployment Insurance Claim is Processed

To file a claim, an unemployed person calls the unemployment telephone number and gives his/her employment history to a Employment Development Department (EDD) interviewer or files online at www.edd.ca.gov. The interviewer enters the claimant's information into the State's computerized database. For former city employees, the computer is programmed to give the interviewer two addresses: one for UCeXpress and the other for the City and County of San Francisco. If the interviewer chooses UCeXpress, then the Notice of Unemployment Insurance Claim (DE-1101CZ) is sent electronically to UCeXpress. If the interviewer chooses the City and County of San Francisco, then the Notice of Unemployment Insurance Claim form is sent by U.S. mail directly to the City address that the former employee provided to the interviewer. Upon receipt of a Notice of Unemployment Insurance Claim form, the department must immediately notify:

Valerie Hollins, Customer Service Representative
TALX UCeXpress (formerly Gates McDonald)
P.O. Box 4121
Concord, California 94524-4121
Telephone 1 (800) 846-9242 extension 6905
Fax: 1 (866) 235-7873
E-mail: hollinv@gatesmcdonald.com (This e-mail will change in Spring 2003.)

The State of California allows employers only ten (10) calendar days to respond to an initial claim. Therefore, it is important that the department FAX a copy of the claim form to UCeXpress immediately. UCeXpress will respond to the State.

Updated 10/4/02

City & County of San Francisco

Department Sign-up Sheet for Web & Separation Reporting for TALX UCeXpress (formerly Gates McDonald)

Name of Department : _____ Department Number : _____

Address : _____

I authorize the following person(s) to have access to the web-based Claims Activity Reports and separation reporting:

Name : _____

Phone Number : _____ FAX Number : _____

E-Mail Address : _____

Name : _____

Phone Number : _____ FAX Number : _____

E-Mail Address : _____

Name : _____

Phone Number : _____ FAX Number : _____

E-Mail Address : _____

Signature of Appointing Officer or designee : _____

Print Name : _____ Date : _____

Send original sign-up sheet to DHR, Internal Services Unit, 44 Gough Street, San Francisco, California 94103. Upon receipt of the completed sheet, the Internal Services Unit will forward instructions to the designated staff.

CITY and COUNTY of SAN FRANCISCO

TALX

UCeXpress℠

(Formerly GatesMcDonald)
(Third Party Unemployment Administrators)
P. O. Box 4121
Concord, California 94524-4121

Unemployment Cost Control
Employee Separations Reporting Line

1-800-628-9829

Immediately following the separation of an employee, *regardless of the reason,* call the UC eXpress℠ "Employee Separations Reporting Line", at **1-800-628-9829** from a touchtone telephone. You may access the system 24 hours per day/7 days per week and can process up to 50 separations in one call.

1) The City's Parent Identification Number is **01945**.

2) Password is **1111**.

3) Your telephone number (xxx/xxx/xxxx).

4) The separated employee's social security number.

5) The separated employee's hire date (mm/dd/yyyy).

6) The separated employee's last day of work (mm/dd/yyyy).

7) The termination code which best describes the reason for the separation (see attached Separation Codes and Messages list).

Some touchtone telephones require that the # sign must be entered twice for it to register. If you experience problems having the system accept information from your telephone, enter the # sign twice each time it is requested by the recording.

If you have questions about the separation codes or about the system, call the TALX UC eXpress℠ Customer Service Representative, Ms. Valerie Hollins at **1-800-846-9242 ext 6905** during business hours.

SEPARATION CODES AND MESSAGES

Important Note: ***These codes are <u>not</u> to be converted from any other codes. In choosing a code from this list, go back to the original circumstances of the separation, choose a category, and then the code that best describes it.***

(Do not try to relate these codes to any other code within your reporting system)

<u>Lack of Work</u>

01 - Lack of work
02 - Reduction in hours
03 - Temporary layoff
04 - Completed temporary assignment
05 - Location closed
06 - On call basis
07 - Hired part-time; hours fluctuate
08 - Labor dispute
09 - Vacation shutdown

<u>Voluntary Resignation</u>

13 - Reason unknown
14 - Personal reasons
15 - Medical reasons
16 - Failed to return from leave of absence
17 - Walked off job
18 - Accepted other employment
19 - School obligations
20 - Job dissatisfaction
21 - Job abandonment
22 - In lieu of discharge
23 - After reprimand
24 - To relocate
25 - To relocate with spouse
26 - Domestic obligations
27 - Transportation problems
28 - Conflict with other job
29 – Pregnancy
30 - Self employment
31 - Military service obligations
32 - No notice or reason given
33 – Other

<u>Discharges</u>

37 - No other information
38 - Excessive absenteeism
39 - Inability to work due to illness
40 - Excessive tardiness
41 - Gross misconduct
42 - Violation of company policy
43 – Insubordination
44 - Unsatisfactory work performance; no misconduct
45 - Under the apparent influence of an intoxicant

<u>Discharges</u> (Cont'd.)

46 - Mutual agreement; no misconduct
47 - Physically unable to perform job
48 - Alleged sexual harassment
49 - Fighting on the job
50 - Unauthorized removal of company property
51 - Falsification of employment application
52 - Failed drug test
53 - Falsification of company records
54 - Sleeping on the job
55 - Refusal to join/maintain union membership
56 - Probationary period; no misconduct
57 - Other

<u>Leave of Absence</u>

61 - No other information available
62 - Personal
63 - Medical
64 - Family leave
65 - Involuntary with pay
66 - Involuntary without pay

<u>Retirement</u>

70 - No other information available
71 - Voluntary with pension
72 - Voluntary without pension
73 - Involuntary with pay
74 - Involuntary without pension

<u>Labor Dispute</u>

78 - No other information available
79 - Member of striking union
80 - Refusal to cross picket line
81 - Company lockout

<u>Miscellaneous</u>

85 - Failed to call in upon completing assignment
86 - Unavailable for work
87 - Unable to contact employee to offer work
88 - Refusal of work
89 - Disciplinary suspension
90 - Commissioned agent
91 - Deceased
92 - School employee under contract

DEPARTMENT OF
HUMAN
RESOURCES
CITY & COUNTY OF SAN FRANCISCO
Andrea R. Gourdine, Human Resources Director

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MEMORANDUM
DHR NO. 31-02

DOCUMENTS DEPT.
OCT 2 2002
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DATE: September 30, 2002

TO: Appointing Officers
Personnel Officers
EEO Officers

FROM: Andrea Gourdine
Human Resources Director

SUBJECT: POLICY ON LANGUAGE DIVERSITY

Enclosed is the City's Policy on Language Diversity, amended and reissued on August 23, 2002.

The purpose of the policy is to reaffirm that a workforce that speaks languages other than English enhances the services provided to the City's culturally diverse public, and that, with few exceptions, employees of the City & County of San Francisco have a legally protected right to speak languages other than English in the workplace.

To ensure that supervisors and employees are informed of their responsibilities to comply with this policy, please include it in departmental policies and procedures manuals, in employee handbooks, on employee bulletin boards, and in other such departmental distributions as appropriate.

For more information, contact the Department of Human Resources Equal Employment Opportunity Division at 557-4900.

Enclosure

44 Gough Street, San Francisco, CA 94103-1233

DEPARTMENT OF
HUMAN
RESOURCES
CITY & COUNTY OF SAN FRANCISCO
Andrea R. Gourdine, Human Resources Director

POLICY ON LANGUAGE DIVERSITY

(Amended and Reissued: 08/23/2002)

PURPOSE STATEMENT

The City and County of San Francisco finds that the cultural and racial composition of the City and its workforce is among the most diverse in the nation. Therefore, it is desirable to reaffirm its policy, which fosters acceptance and prevents intergroup tensions as related to the use of languages other than English in the provision of public services and the employment of individuals whose primary language is not English.

The City and County of San Francisco reaffirms its equal employment opportunity policy that ensures the opportunity for employment of an ethnically and culturally diverse workforce wherein individuals shall enjoy equal application of the terms and conditions of employment, including the right to speak their primary language.

The City and County of San Francisco recognizes that a workforce that speaks languages other than English enhances the services provided to the City's culturally diverse public by providing efficient and accessible public services to its non-English speaking communities.

In addition, the Equal Access to City Services for Limited English Speakers Ordinance makes it the policy of the City and County of San Francisco to provide equal access to City services to all San Franciscans, including those with limited proficiency in English.

All employees of the City and County of San Francisco are advised that an employee's use of a language other than English is not only an asset in the provision of public services but, with few exceptions, is a legally protected right.

LEGAL REQUIREMENTS

The policy of the City and County of San Francisco is in compliance with federal guidelines of the U.S. Equal Employment Opportunity Commission, which state that prohibiting employees from speaking their native language in the workplace may result in unlawful national origin discrimination under Title VII of the Civil Rights Act.

A rule which requires employees to speak only English at all times may violate Title VII as a burdensome term and condition of employment since the primary language of an employee is often an essential national origin characteristic. A department may only have a rule requiring that employees speak only English at certain times where an employer:

1. can show that the rule is justified by business necessity;

2. notifies their employees of the speak-only-English rule and of the general circumstances when speaking only English is required; and

3. notifies employees of the consequences of violating the rule.

There are few circumstances under which a policy will meet the "business necessity" test. Justifications such as "Supervisors can't understand what employees are saying," "English speaking employees suspect that non-English speaking employees are talking about them," and "The policy will enhance public image" are not sufficient to meet the business necessity requirement. Departments must confer with the City Attorney prior to implementing an English-only rule.

DUAL RESPONSIBILITY

Supervisors and line employees have a shared responsibility for maintaining a work environment that is comfortable and productive for everyone. Where co-workers or clients express concerns about employees speaking in a language other than English, supervisors should work toward informally resolving these interpersonal difficulties in a constructive and sensitive manner.

In order to assure effective communication during emergencies and constructive discussion of assignments, work performance and work rules, supervisors and employees should expect that any direct communications be conducted in a commonly understood language.

POLICY IMPLEMENTATION

Each department's appointing officer is responsible for implementation of this Policy on Language Diversity. The Human Resources Director is responsible for ensuring compliance of this policy.

Employees and applicants for employment who believe that they have been subjected to unlawful conduct in violation of this policy may file a complaint with the Department of Human Resources EEO Division under the provisions of Civil Service Commission Rules. Instructions on how to file a complaint are available from the DHR EEO Division located at 44 Gough Street, or by calling 415-557-4900. Complaints may also be filed with the California State Department of Fair Employment and Housing or the United States Equal Employment Opportunity Commission.

DISTRIBUTION OF POLICY

Appointing Officers and/or Department Heads are responsible for assuring that all employees are aware of this policy. In addition to distributing this policy to all employees, Departments are required to post it in a conspicuous manner on Departmental or employee bulletin boards. Further, this policy is to be included in the Department's new employee orientation.

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DEPARTMENT OF HUMAN RESOURCES
CITY & COUNTY OF SAN FRANCISCO
Andrea R. Gourdine, Human Resources Director

MEMORANDUM
DHR No. 32 - 02

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Date: December 2, 2002

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***December 7, 2002.***

Classification	Unit Assignment	Certified Representative
5644 Principal Environmental Specialist	11 - F	Intl. Federation of Professional & Technical Engineers, Local 21 (EGC:021)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 107, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Kate Favetti at 252-3250 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding this assignment, please contact Janet Rogers at 557-4915.

(over)

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
James Smothers, PPSD
Ron Bladow, PPSD
Johnny Zabala, PPSD
Seretha Gallaread, PPSD
Pamela Levin, Controller
Oli Sadler, DTIS
Clare Murphy, Retirement
Yvonne Hudson, Health Service System
Diana Ferrari, Health Service System
Deborah McGuire, Health Service System
Alona Bumanlag, DHR

DEPARTMENT OF HUMAN RESOURCES
CITY & COUNTY OF SAN FRANCISCO
Andrea R. Gourdine, Human Resources Director

DHR No. 33-02

MEMORANDUM

DOCUMENTS DEPT.
DEC 10 2002
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DATE: December 6, 2002

TO: Department Heads
Departmental Personnel Officers
Departmental Payroll and Personnel Clerks

FROM: Andrea Gourdine
Human Resources Director

SUBJECT: ***Expiration of Temporary Exempt Requisitions and Appointments***

Departments are reminded that, in order to ensure Charter compliance for appointments in exempt categories, and to ensure accurate information for the upcoming budget cycle, DHR will not extend Temporary Exempt requisitions and appointments beyond current expiration dates.

If your department has Temporary Exempt requisitions and/or appointments that are scheduled to expire, your department will need to issue new requisitions in anticipation of the requisition/appointment's expiration. All new requisitions will be subject to the normal review process by the Mayor's Office, the Controller's Office and DHR. As a reminder, employees on expired requisitions must be separated immediately.

Please note that all new requisitions/appointments for Regularly Scheduled PT/FT Temporary Exempt appointment/positions have a maximum six-month duration, which will begin to run as soon as the requisition is approved.

However, in order to ensure that temporary employees are able to work for six months, the DHR Referral Unit will, at the time of appointment, automatically extend the requisition duration by the difference between the requisition approval date and the start work date (e.g., requisition is approved July 1, 2002, with an expiration date six months later of December 31, 2002, but an appointment to the requisition is not made until September 4, 2002. The requisition will be extended until March 3, 2003. In no case will the duration be extended beyond June 30, 2003). Upon expiration of the requisition, the appointment will also expire.

In accordance with applicable Civil Service Rules addressing the separation of temporary employees upon the expiration of the term of employment, a separation report must be issued. Under CSC Rules, the appointee must be notified as to the duration of the appointment and must be notified in writing at least ten working days in advance of the final separation date.

Departments are reminded that all newly appointed Temporary Exempt employees must receive and sign a Notice to Exempt Appointee.

For further information, please feel free to call your department's contact at DHR:

Appointments:	Internal Services/EEO/Referral Unit
Requisitions:	MSS/Referral Unit
Separations:	Internal Services/Referral Unit
PV/NCS appts:	EEO

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DEPARTMENT OF HUMAN RESOURCES
CITY & COUNTY OF SAN FRANCISCO
Andrea R. Gourdine, Human Resources Director

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DEC 23 2002
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MEMORANDUM
DHR No. 34-02

DATE: December 18, 2002

TO: Appointing Officers, Personnel Officers, Payroll & Personnel Clerks

FROM: Andrea Gourdine, Human Resources Director

SUBJECT: **EXTENSION OF TEMPORARY APPOINTMENTS**

Temporary Appointments Extended

In accordance with Civil Service Commission Rules 114, 214, 314, 414, I have extended active **Temporary Provisional (TPV)** appointments with expiration date of December 31, 2002. The new expiration date is June 30, 2003, assuming that requisitions for the appointments are valid to June 30, 2003. Please be sure that employees complete an updated Notice to Provisional Appointee form. If your department elects not to extend an appointment, please issue a separation report in accordance with applicable Civil Service Rules and/or MOU notification provisions.

Temporary Appointments Not Extended

Temporary Civil Service (TCS), Limited Tenure (TLT), Non-Civil Service (NCS) and **Temporary Exempt (TEX)** appointments have not been automatically extended. Please review applicable Civil Service Commission rules relevant to these appointment types. Please also review DHR Memorandum No. 33-02, issued on December 6, 2002, concerning Temporary Exempt Requisitions and Appointments.

In addition, some provisional (**TPV**) appointments should not be automatically extended. Departmental human resources personnel must review their departments' TPV appointments to determine if they should be extended. In the PeopleSoft Human Resources Management System (HRMS), review the 'OA Type' field for the reason that the provisional appointment was originally granted. Reasons for not extending a provisional appointment may include the following: the appointment has reached the three-year limit, an eligible list currently exist from which permanent appointments could be made, or the appointment was made for a specific duration with an end date other than December 31, 2002.

If an appointment is not extended, please submit a separation report for the expired appointment to ensure accuracy of the HRMS appointment database.

DHR Contacts

Please contact Ellen Gunselman in DHR's EEO Division at 557-4832 about provisional appointments. Contact the DHR Referral Unit about other temporary appointments. Temporary appointments that have expired and not extended will be deemed to be invalid.

For further information, call your department's contact at the Department of Human Resources:

Appointments:	Internal Services, EEO, Referral Unit
Requisitions:	MSS, Referral Unit
Separations:	Internal Services, Referral Unit
MOU Provisions:	Employee Relations

File: DHR EEO Extension of PV Appts